

General Intern

Posted by: US-China Education Trust

Application Deadline: August 23, 2017

Position Start Date: August 28, 2017

Contract: Part-time

Position Description

US-China Education Trust (USCET) is a 501(c)3 non-profit, non-partisan institution dedicated to promoting US-China relations by strengthening mutual understanding through education programs, including conferences, training workshops, exchanges, fellowship awards and nationwide competitions in China involving American Studies and Data Journalism.

USCET seeks an enthusiastic intern to join its dynamic team. The intern will provide administrative, programmatic, and communication support to all aspects of USCET's program development and implementation, as well as organizational operations.

Responsibilities

1. Assist in organizing and updating USCET contact database and filing systems.
2. Perform research on select U.S.-China issues, preferably in both Chinese and English.
3. Conduct basic written translations from English to Chinese and vice versa.
4. Assist in arranging of travel, lodging, and accompanying of participants in Washington, DC.
5. Assist in the planning and implementation of events and programs in Washington, DC.
6. Assist in external communications, including posting updates on USCET social media platforms, drafting blogs for USCET website, and assisting newsletter production.
7. Opportunities for participation and attendance at various conferences.
8. Other administrative, programmatic, and communication responsibilities as assigned.

USCET internship position requires time commitments of about 24-28 hours/week on a flexible schedule. Interns committing more than one semester are eligible for a stipend after a 3-months performance review.

Requirements

1. Current graduate or undergraduate student OR recent graduate with a Bachelor's Degree.
2. Demonstrated interest in the U.S.-China relationship.
3. Strong computer skills, including Microsoft Office tools.
4. Excellent writing, editing, and research skills, preferably in both English and Chinese.
5. Well organized with attention to detail and ability to carry out tasks independently.
6. Demonstrated ability to work in a team.

Location

2101 K Street, NW. 2nd Floor, Washington, DC 20037

How to apply

To apply, please send resume, one-page writing sample, and cover letter to employment@uscet.org by August 4, 2017.

Cover letter should detail your interest in USCET, how your past experience relates to the above responsibilities, and your available start date. Include your name and the title “General Intern” in the subject line. All attachments should be labelled “First Name Last Name_Document Title” (e.g. Jane Doe_Resume). Only applicants who are selected for interviews will be notified within two weeks after the deadline.