

Program and Communications Intern

Application deadline: Open until position is filled.

Position start date: Begin immediately.

Time commitment: 32 hours per week preferred, but negotiable.

Compensation: Paid internship.

Organization Description

The US-China Education Trust (USCET) is a 501(c)(3) non-profit organization, dedicated to strengthening mutual understanding between the United States and China through education and exchange for next-generation leaders. USCET works with Chinese academic institutions that comprise its 54-member American Studies Network and 39-member Media Education Consortium. Through conferences, seminars, fellowships, and professional training, USCET helps China's policymakers, university faculty and students understand American society in the context of the political, cultural, and economic forces that have given rise to America and its values.

Position Description

USCET seeks a self-motivated, highly organized and tech-savvy Program and Communications Intern to provide programmatic and communication support to the Chief Operating Officer and the President and work as part of a dynamic team. S/he plays a key role in supporting the implementation of ongoing programs as well as developing new initiatives addressing critical issues related to US-China relations. S/he is responsible for creating meaningful content for USCET's social media presence and connecting with relevant audiences.

Responsibilities

1. Program implementation - Assist in the implementation of program activities:

- Support the monitoring of program activities and the implementation of Monitoring and Evaluation plans;
- Assist in formulating program budgets, tracking expenditure of funds, and administering financial transactions;
- Field and manage consultants and speakers, including drafting consultant contracts and monitoring deliverables and expenses;
- Travel to China with senior staff as needed and assist in making travel arrangements.

2. Grant writing and reporting - Contribute to the design and development of new initiatives:

- Conduct research to inform the development of new initiatives related to US-China relations;
- Write concept papers and develop grant proposals and budgets;
- Draft reports to donors, which may include individuals, foundations, and government agencies;
- Conduct other writing projects as assigned.

3. Communications and Outreach

- Conduct online communications - Write blog-type updates for USCET website, draft new website text/pages, draft announcements and newsletters for partners, and other web-content;
- Conduct social media communications - Update USCET social media platforms, including Facebook, LinkedIn, Weibo, and other portals;

- Create dynamic written, graphic and video content, including invitations, brochures, and other materials for programs and events.

Qualifications

- Current graduate student.
- Demonstrated academic and policy interests in international relations, diplomacy, and US-China relations.
- Excellent writing and critical thinking skills essential, as well as ability to communicate clearly and effectively, both verbally and in writing.
- Well organized with attention to detail and ability to carry out tasks independently.
- Solid organizational skills with ability to multitask.
- Strong computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint, InDesign, PhotoShop, and web-based tools; graphic design skills desirable.
- Proficiency in written and oral Chinese preferred.
- On the ground experience working or studying in China also preferred.

How to apply

Application:

- Send cover letter, resume, and 2 short writing samples of three pages each to: employment@uscet.org

Location:

- 2101 K Street, NW. Second Floor. Washington DC 20037