

Spring 2024 – Program and Communications Intern

Application deadline: November 10, 2023

Position start date: Early-mid January

Time commitment: 20-25 hours per week preferred, minimum of 15 hours per week.

Compensation: Interns may elect to receive academic credit per their university's policies, or a one-time stipend paid upon internship completion (see additional details on the second page)

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 American Studies Network and Media Education Consortium. Through webinars, conferences, and dialogues, 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 self-motivated, highly organized, and tech-savvy Communications and Program Interns to provide communication and programmatic support to the Program Manager, Chief Operating Officer, and the President and work as part of a dynamic team. She or he play key roles in supporting the implementation of ongoing programs as well as developing new initiatives addressing critical issues related to US-China relations. Interns are responsible for creating meaningful content for USCET's social media presence and connecting with relevant audiences.

Responsibilities

1. *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 LinkedIn, Facebook, Instagram, Weibo, and other platforms;
- Write initial drafts of speeches for USCET's Executive Chair;
- Create dynamic written, graphic and video content, including invitations, brochures, and other materials for programs and events;
- Pitch strategies to increase engagement on USCET's social media platforms and website;
- Draft content for USCET's promotional emails and newsletters.

2. *Reporting and Grant writing* - 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;
- Draft reports for internal records as well as to Advisory Council and donors. Donors may include individuals, foundations, and government agencies;

- Conduct other writing projects as assigned.

Qualifications

- Current Undergraduate Juniors / Seniors, and Graduate students.
- Demonstrated academic and personal interests in international relations, diplomacy, and US-China relations and policies.
- Excellent communication, writing and editing skills.
- 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, PowerPoint, Constant Contact, WordPress, Canva, CRM Software, and other web-based tools.
- Graphic design and web development skills **strongly desired**.
- Chinese language proficiency is highly preferred.

Compensation

Interns may elect to receive academic credit per their university's policies, **or** a one-time stipend paid upon internship completion:

- \$1,500 for 20+ hours per week
- \$1,000 for 15+ hours per week

To be eligible for the stipend, interns must have satisfactory work performance and commit to a minimum of 15 hours per week for fifteen weeks. Our internship program is open to US citizens, permanent residents, students, and recent graduates who are eligible to work in the United States. We are unable to sponsor visas.

How to apply

Application:

- Send cover letter, resume, and 2 short writing samples of no more than three pages, single-spaced each to: employment@uscet.org

Location:

- Our office is at the Elliott School of International Affairs, George Washington University 1957 E Street NW, Washington DC.
- Hybrid schedule, fully remote interns will be considered.