Program and Communications Intern

Application deadline: Rolling applications accepted through March 25.

Time commitment: Interns are expected to work 20+ 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), a program of the F.Y. Chang Foundation, is a 501(c)(3) non-profit organization that promotes U.S.-China relations by strengthening mutual understanding through education and exchange. For more than 20 years, USCET has strengthened links between Chinese and American universities, scholars, and policymakers, while its programs provide a nuanced understanding of the U.S.-China relationship, American society, and Asian American achievements within the larger context of the U.S.-China relationship.

Position Description
USCET seeks self-motivated, highly organized, and tech-savvy program and communications interns to provide programmatic and communication support to the organization's program staff and work as part of a dynamic team. They will play key roles in supporting the implementation of ongoing programs as well as developing new initiatives addressing critical issues related to U.S.-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
- Facilitate online communications - Write updates and announcements for the USCET website, newsletters and promotional materials, and other website-content;
- Support social media communications - Update USCET social media platforms, including LinkedIn, Facebook, Instagram, and other platforms;
- Draft remarks and talking points for USCET's Executive chair and staff;
- Create dynamic written, graphic and video content, including invitations, brochures, and other materials for programs and events;
- Pitch strategies to increase USCET's social media and website engagement;

2. Reporting, grant writing, and research - Contribute to the design and development of new initiatives:
- Conduct research to inform the development of new initiatives related to U.S.-China relations and the Asian American experience, as well as on new development prospects;
- Write concept notes and develop grant proposals;
- Draft reports for internal records and for the Advisory Council and donors, including individuals, foundations, and government agencies.

Qualifications
- Be a current undergraduate juniors, seniors, and graduate student.
- Show demonstrated academic and personal interests in international relations, diplomacy, and U.S.-China relations.
- Exhibit excellent communication, writing and editing skills.
- Display strong organizational skills, attention to detail, and the ability to multitask and carry out tasks independently.
- Exhibit 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.
- Be proficient in Chinese language.

Compensation

Interns may elect to receive academic credit per their university's policies, or a one-time stipend ($1,500 for 20+ hours per week) paid upon internship completion.

To be eligible for the stipend, interns must have satisfactory work performance and commit to a minimum of 20 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 two 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.
- We maintain a hybrid schedule, so fully remote interns will not be considered.