

B. Internship Arrangement

Internship title/position: Political Affairs/Communications Intern

Number of Interns to be Accepted: 1

Internship City and Country: Washington, DC, USA

Duration of internship: 4 to 6 weeks

Job Specifications: The Political Affairs Intern will be responsible for representing USAI at briefings and congressional hearings, researching and writing reports on current issues related to US-Asia relations, corresponding with legislative staff, as well as assisting with the daily operations of the office. The Communications Intern will be responsible for managing the website, exploring and expanding on the Institute’s social media presence, producing brochures and newsletters, as well as assisting with the daily operations of the office.

Requirements on the interns: Excellent communications skills, demonstrated in the writing sample and (e.g. field and year of study of student, interview computer knowledge and relevant skills) Excellent organizational skills and proven ability to manage multiple projects simultaneously

Self-motivated and an independent worker

Familiarity with various Asian countries through academic studies or professional experiences strongly preferred

Knowledge of another East Asian or Southeast Asian language a plus

Experience with Microsoft Office Suite, Photoshop, Illustrator and InDesign, WordPress, social media platforms

Working hours:

- M-Th: 9:30AM - 4:30PM
- F: 9:30AM - 12PM (and occasional nights and weekends)

Please tick the corresponding box and specify the details if your organization would provide any of the following which are **optional** under the Program:

<input type="checkbox"/> Accommodation		<input checked="" type="checkbox"/> Transportation	Up to \$100/month
<input type="checkbox"/> Wages/Salary		<input type="checkbox"/> Others (e.g. meal)	

Note: Please return completed form to Miss Gillian Lam by email (gillian_lam@hketowashington.gov.hk)

- Thank You! -