



THE US-CHINA BUSINESS COUNCIL

美中贸易全国委员会

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Part-Time Internship, Programs – Washington, DC

US-China Business Council (USCBC) Part-Time Internship – Programs

The US-China Business Council (USCBC) is a private, nonpartisan, nonprofit organization of over 200 American companies that do business with China. USCBC is seeking a part-time intern for its **Programs division**. All internship work must be performed in USCBC's Washington, DC office.

The Programs intern works directly under the supervision of the director and manager of the Programs department to assist in preparing and executing various USCBC meetings and special events, including semi-monthly briefings, annual conferences, a gala fundraiser, and special events hosting ranking US and PRC government officials. In recent years, guests of honor at events hosted or co-hosted by USCBC have included heads of state, senior officials, and high-level diplomats.

Duties & Responsibilities

- Participate in strategic planning and implementation of event logistics such as pre-event and onsite registration procedures, room setup, security, protocol and post-event wrap-up.
- Track and draft reports on member-outreach, event participation, and underwriting of selected events, including annual Gala fundraiser.
- Update benchmark studies on membership dues and fundraising structure packages by other organizations.
- Provide administrative support in preparation for events, archival and inventory.
- Other programmatic and administrative duties as assigned.

Skills & Qualifications

- Candidates must be available **to work 20 hours per week and make a 12-month commitment from the start date**. Summer hours can be full-time, but academic-year hours (August to May) will be part-time.
- Preference will be given to candidates with work experience in meeting and event planning, including past volunteer work with non- and for-profit organizations, campaigns, university activities, or past employment in the hospitality industry. Commitment to outstanding customer service is a must.
- Applicants must demonstrate organization abilities and the skill to manage multiple tasks with a high degree of accuracy and attention to detail.
- Must be proficient with Microsoft Office (particularly Excel), association database or event planning software, and online research.
- Familiarity with data analytics a plus.
- Demonstrated eagerness for innovative problem-solving and a proactive team member.
- Flexible with able to prioritize tasks.

Application Deadline: Monday, April 1, 2019

Preferred Start Date: Early to mid-May 2019

Salary: This internship is a paid position.

Submission Guidelines

To apply, please submit the following materials to USCBC's Programs Department at programs@uschina.org. Please reference "Programs Internship" in the subject line of your email. *No phone calls, please!*

- Resume
- Cover letter explaining your interest in the internship (indicate availability in terms of dates and hours/week)
- Brief writing sample (2-5 pages) such as an event agenda, event planning timeline, or post-event report
- Contact information for three (3) references
- If applicant is not a US citizen, please specify visa type.

Applicants must submit all materials in the same email. Incomplete applications will not be considered.