



The Beijing Center

北京中国学中心

TITLE	Media and Communications Intern
APPLICABLE PERIOD	Until filled
GENERAL DESCRIPTION	<p>This position will support domestic and international external communications at an organization dedicated to bridging cultures. Applicants should be comfortable working independently as well as in a team. Applicants should also be proactive and curious, with strong attention to detail.</p> <p>The Media and Communications Intern(s) will assist with daily activities of the Marketing and Communications office, including but not limited to:</p> <ul style="list-style-type: none">• making and editing social media content• researching and analyzing audiences• maintaining databases• supporting the website redesign
DESIRED QUALIFICATIONS	<ol style="list-style-type: none">1. Bilingual (High level of English and Chinese skill)2. Excellent written and verbal communication skills3. Familiarity with international education4. Knowledge of domestic and international social media5. Experience with Wordpress or other PHP/MySQL websites6. Proficiency in Microsoft Office7. Photography and videography experience preferred but not required8. Experience with Adobe Creative Suite preferred but not required
FULL/PART TIME	Part Time; Desired weekly commitment: 12 hours minimum
WORK LOCATION	TBC Office on 4 th Floor Ning Yuan Building UIBE campus
REMUNERATION	Compensation commensurate with experience
ELIGIBILITY	Currently enrolled UIBE students welcome; undergraduate and graduate students from other universities invited to apply
HOW TO APPLY	Submit your resume/CV to tbcrecruitment@thebeijingcenter.org
NOTES	Successful applicants will be required to submit an example of their English writing ability (between 500 and 1,000 words, can be from previous work or homework) upon request.