TITLE Media and Communications Intern

APPLICABLE PERIOD Calendar year of 2023

GENERAL DESCRIPTION This position will support domestic and international external communications. Applicants should be comfortable working independently as well as in a team. Applicants should also be proactive and curious, with strong attention to detail.

The Media and Communications Intern(s) will assist with daily activities of the Marketing and Communications office, including but not limited to:

- making and editing social media content
- researching and analyzing audiences
- maintaining databases
- supporting the website redesign

DESIRED QUALIFICATIONS

1. Bilingual (High level of English and Chinese skill)
2. Excellent written and verbal communication skills
3. Familiarity with international education
4. Knowledge of domestic and international social media
5. Experience with Wordpres or other PHP/MySQL websites
6. Proficiency in Microsoft Office
7. Photography and videography experience preferred but not required
8. 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 4th Floor Ning Yuan Building UIBE campus

REMUNERATION RMB150/Day

ELIGIBILITY Currently enrolled UIBE students welcome

APPLICATION DEADLINE Until filled

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.