



### **Communications Intern**

The United States Heartland China Association (USHCA) is a growing 501(C)3 bipartisan organization that is dedicated to building stronger ties between the 20 states in the heartland region of the United States and the People's Republic of China. USHCA's efforts are concentrated on building trust among government officials, business leaders, and educational and community interests in the US and China.

USHCA virtual summer internship program runs approximately 12 weeks from May to August. **The Communications Intern** will get an inside look at how nonprofit organizations work and learn concrete, transferable skills that you can take with you into the future. Your main job is to help tell the USHCA stories to our members, partners and any other external audiences. You'll be writing, researching, managing social media, and working collaboratively with team members on a wide range of projects.

#### **Responsibilities**

- Provide support on USHCA social media platforms including Facebook, Instagram, LinkedIn, Twitter, and WeChat
- Help gather and present information related to US-China affairs
- Develop communications plans to help grow membership and member relations
- Research and write articles for the USHCA website based on information from USHCA sources, including experts and webinars
- Help draft materials like newsletter, blogs, fact sheets and create video contents

#### **Requirements**

- Full-time undergraduate students or recent graduates
- Degree in communications, digital marketing, or public relations preferred
- Knowledge of and passion for improving U.S. – China relations
- Eagerness to learn and ability to work efficiently and independently
- Strong communication & organizational skills
- Ability to manage own weekly work schedule to accommodate assignments and meet strict deadlines
- Social Media savvy and a good understanding of the use of visuals, particularly video
- Mandarin language skills preferred but not required

#### **How to Apply**

*This is a non-paid internship. Please submit a resume, cover letter, short writing samples and two references to [hr@usheartlandchina.org](mailto:hr@usheartlandchina.org).*