

Program and Development Intern

Application deadline: Open until position is filled.

Position start date: Begin immediately.

Time commitment: 24-28 hours per week.

Compensation: Paid internship.

Travel to China: Twice per year (Spring and Fall)

Organization Description

The US-China Education Trust (USCET) is a 501(c)(3) non-profit, non-partisan institution dedicated to promoting US-China relations by strengthening mutual understanding through education programs, including conferences, training workshops, exchanges, fellowship awards and nation-wide competitions in China and in the U.S.

Position Description

USCET seeks an enthusiastic and experienced Program and Development Intern to join its dynamic team. The intern will provide programmatic and development support to the Chief Operating Officer and the President, as well as to work in close coordination with the communications and administrative staff.

Responsibilities

- 1. Program implementation and development** - Assist in the implementation of program activities:
 - Assist in formulating program budgets, tracking expenditure of funds, and administering financial transactions;
 - Assist in the monitoring of program activities and the implementation of Monitoring and Evaluation plans;
 - Field and manage consultants and speakers, including drafting consultant contracts and monitoring deliverables and expenses;
 - Travel to China with senior staff as needed and assist in making travel arrangements.
- 2. Grant writing and reporting** - Contribute to the design and development of new initiatives:
 - Conduct research to inform the development of new initiatives related to US-China education and cultural exchange;
 - Write concept papers and develop grant proposals and budgets;
 - Draft reports to donors, which may include individuals, foundations, and governments;
 - Conduct other writing projects as assigned.

Qualifications

- Bachelor's degree with 1-2 years of experience OR current graduate student.
- Demonstrated interest in public diplomacy, international relations, and US-China relations.
- Well organized with attention to detail and ability to carry out tasks independently.
- Solid organizational skills with attention to detail and ability to multitask.
- Strong computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint.
- Proficiency in written and oral Chinese preferred.
- On the ground experience working or studying in China is preferred.

How to apply

Application:

- Send cover letter, resume, and 2 short writing samples of three pages each to:
employment@uscet.org

Location:

- 2101 K Street, NW. Second Floor. Washington DC 20037