

UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Job Description

Marketing and Communications Intern

<i>Position Title</i>	Marketing and Communications Intern
<i>Location</i>	Chicago Downtown
<i>Term of Employment</i>	Internship
<i>Work Hours</i>	Minimum 15 Hours a Week
<i>Start Date</i>	Immediate
<i>Minimum Education</i>	Bachelor's Degree in Progress with Excellent Grades
<i>Experience Level</i>	Entry
<i>Immediate Supervisor</i>	Executive Director

Company Description

The United States of America-China Chamber of Commerce (USCCC) is a not-for-profit, bi-national membership organization dedicated to developing increased U.S.-China trade and investment activities by assisting American and Chinese companies, professionals and the general public to better understand the business environments and cultural traditions relevant to successfully doing business in both countries. USCCC is a leading trade organization with extensive reach in both the U.S. and the Greater China Region that conducts a wide range of activities - seminars, conferences, workshops, executive briefings, trade missions and networking events - to identify the technological, economic, financial, demographic and cultural trends that are critical for successful economic development between the U.S. and China.

Job Duties

- To assist Executive Director in marketing and public relations for USCCC events, services, and products
- Write concise articles, bulletins, newsletters, speeches, and other related informative, marketing, and promotional materials for web and print
- Develop and implement an encompassing advertising plan for USCCC events, activities, and office initiatives including fliers, social media, web, and promotional items
- To prepare brochures, categorize photo library, collect news on the organization
- Update USCCC website and social media accounts
- To provide office support as mailings, front desk coverage, and filing
- Other duties as assigned

Job Qualifications

- Excellent writing skills (web, email, and letters) and oral communication skills (small and large group settings)
- Experience with Microsoft Office applications, Adobe Photoshop, graphic design, web design, and social media platforms
- Strong computer and typing skills
- Creativity and attention to details
- Strong work ethic and ability to work under pressure in a fast pace environment
- Bachelor's or Master's Degree in progress with excellent grades and knowledge of marketing principles

Contact Information

Please send your resume with a cover letter to:

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