CGCC IT and Communications Internship

Organization: China General Chamber of Commerce – U.S.A.
Duration: Immediate
Hybrid: Willing to work in-person in Midtown Manhattan, New York, NY
Position Type: Non-paid Internship(eligible for school credit)

China General Chamber of Commerce-USA (CGCC) is one of the largest and most impactful non-profit organizations representing Chinese enterprises in the U.S. With a mission to create value, generate economic growth, and enhance cooperation between the U.S. and Chinese business communities, CGCC offers a broad range of programs, services, and resources to over a thousand multinational members across the U.S.

As a CGCC intern, you will play an active role in supporting our digital transformation, event execution, and membership engagement initiatives. This internship offers hands-on experience at the intersection of business, technology, and event management.

Responsibilities
- Assist with the Phase 2 website development project, coordinating with vendors and supporting ongoing maintenance.
- Support the design and implementation of HubSpot workflows to improve event outreach, membership communication, and internal processes.
- Support CGCC events by preparing digital/marketing materials (Adobe Creative Suite), managing registrations, providing technical/CRM support, and assisting with data tracking, visualization, and logistics.
- Create and contribute to digital content creation and reporting for the website, events, and membership communications.
- Manage project documentation and assist with team training or onboarding.
- Handle other technical and administrative tasks as needed.

Qualifications:
- Strong oral and written communication skills in English and Chinese.
- Highly organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office and Adobe Acrobat, plus familiarity with API integrations (Google, HubSpot, or similar platforms).

Preferred skills (a plus, not required):
- Experience with HubSpot or other CRM/automation tools; workflow design is a strong plus.
- Basic knowledge of programming, databases, or website maintenance.
- Ability to translate technical concepts into clear, actionable steps for non-technical audiences and vice versa.

- Strong analytical and problem-solving skills, with an interest in applying them to real business challenges.

To apply for this position, please submit your resume to caren.poon@cgccusa.org.

For more information about CGCC, please visit our website: http://www.cgccusa.org/