



CGCC Marketing & Communications Intern

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 gain hands-on experience, playing an active role in advancing U.S.-China business relations. You'll be part of a tight-knit and supportive team and have the thrilling opportunity to take part in events and forums featuring prominent figures in the U.S.-China relationship. Moreover, you'll have the chance to expand your network and forge meaningful connections.

Responsibilities

- Assist in preparing writing materials for CGCC events, including but not limited to:
 - drafting and translating press releases, media advisory,
 - keeping track of and updating event agendas,
 - drafting customized VIP and media invitations,
 - posting on CGCC social media platforms (WeChat, LinkedIn, website)
- Assist in communication with event partners and vendors
- Attend and assist on-site event
- Other wrap-up tasks as required

Qualifications/Skills:

- Excellent oral and written communication skills in English and Chinese
- Wealth knowledge of China-U.S. business environment
- Experience in event planning
- Candidates with experience in any of the following areas are preferred: media, communication, public relations, advertising, and social media management
- Organized and detail-oriented, with strong time-management skills
- Ability to manage multiple projects and priorities in a high-volume, fast-paced work environment while also ensuring the accuracy of work through strong attention to detail
- Deliver timely, accurate work products and demonstrate follow-up and follow through
- Experienced with Word, Excel, and Adobe Acrobat

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/>