

Communications & Events Internship (Fall 2024-Spring 2025)

Summary

Chinese Culture Connection is seeking an enthusiastic individual interested in communications, event coordination, employing social media, and the general operation of a nonprofit organization. This non-salaried part-time internship runs from October 2024 to January 2025, 3 days a week, 20 hours a week.

Responsibilities:

- Draft content for social media posts and press materials.
- Update donor, membership, and subscriber database
- Import event feedback to the database
- Update website content as guided
- Create flyers and program books for our programs and events
- Work with communications coordinator for community events

Qualifications:

- Major in PR, Communications, Marketing, international relations, or Asian study is preferred.
- Strong written and verbal communication skills
- Creative and willingness to share new ideas of organization's branding development
- Knowledge and understanding of social media and digital platforms
- Excellent time management skills and attention to details with the ability to handle multi-tasks.
- Most tasks are conducted in English, but bilingual capability in Mandarin verbal and writing is preferred.
- Basic computer literacy and proficiency in MS Word, Excel, Google Docs, and PowerPoint., and experience in Adobe Photoshop and Illustrator are preferred.

About Chinese Culture Connection

The Chinese Culture Connection (CCC), is a 501 (c) (3) non-profit organization. Its mission is to promote intercultural harmony, strengthen diverse communities and build bridges between American and Chinese people through interactive educational programs and arts in schools, libraries, museums, and community centers throughout New England.

To Apply

Please submit a cover letter and resume to: yihuaj@chinesecultureconnection.org. Qualified applicants will be notified for interviews.

CCC is an equal employment organization without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Office Address: 6 Pleasant St., #408, Malden, MA 02148

Tel: 781.321.6316 www.ChineseCultureConnection.org