**Public Relations Intern (Summer 2022)**

**Summary**

Chinese Culture Connection is seeking an enthusiastic individual, who is interested in public relations, communications, social media and general operation of a nonprofit organization. This is an unpaid internship position starting from June to August 2022, 2 to 3 days per week (6-8 hours per day).

**Responsibilities:**

* Draft content for social media posts and press materials.
* Update donor, membership and subscriber database
* Record event feedbacks to database
* Create flyers and program books for our events and programs
* Researching reporters, blogs and social media sites
* Assist in administrative duties
* Update website content as guided
* Schedule, coordinate and attend various events

**Qualifications:**

* 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 platform, like
* Excellent organizational skills and attention to details with the ability to handle multi tasks.
* Major in PR, Marketing, Education, international relations, or Asian study is preferred.
* Most task is conducted in English, but bilingual in Mandarin verbal and writing will be preferred.
* Basic computer literacy and proficiency in MS Word, Excel, Google Docs and PowerPoint., and experience in Adobe Photoshop and Illustrator is preferred.

**About Chinese Culture Connection**

The Chinese Culture Connection (CCC), is a 501c(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 inform 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.