



Corporate Communications Internship – APCO Worldwide Inc., Shanghai

JOB DESCRIPTION

The APCO internship is designed to give interns a valuable educational experience, with exposure to a wide range of client work. While APCO interns are encouraged to develop their interest in both corporate communications and government relations, they will gain more exposure in corporate communications at this position. The following are specific duties assigned to interns and are performed on a daily basis:

- News monitoring and analysis;
- Conducting research for existing projects and new business opportunities;
- Providing support in content drafting, media relations, online community engagement and event management;
- Assisting with business proposal development;
- Active participation in brainstorming and strategy planning sessions;
- Performing similar duties as assigned

QUALIFICATIONS AND STANDARDS

- Currently enrolled in an accredited university as a full-time undergraduate or graduate student, preferably major in Communications, Journalism, Advertising, Marketing or Political Science;
- Strong interest in pursuing a career in corporate communications and/or government relations;
- Excellent written and oral communication skills in Mandarin and English;
- Reliable, detail-oriented, and with analytical thinking;
- Able to balance multiple tasks and work in a fast-paced environment, preferably with prior internship experience;
- Able to work as in a team and independently;
- Extensive knowledge of Microsoft Office Suite;
- Proficiency with design and video editing tools (e.g. Photoshop, InDesign, Illustrator and Premiere) preferred;
- Must be able to spend at least 3 full working days per week in the office

APPLICATION INFORMATION

APCO is accepting applications for internships on a rolling basis; interns should be able to make a three-six month commitment. Outstanding interns may be given the opportunity to transition to permanent, full-time employment. Preference is given to candidates already located in mainland China.

To apply, please send your English resume and cover letter to Ms. Weiyang Ma, APCO Worldwide via email wma@apcoworldwide.com. Please clearly specify that you are applying for **Corporate Communications Intern** position in **Shanghai** in the subject line of your email.

More information at: <https://ofertas-de-trabajo.monster.es/corporate-communications-internship-shanghai-cn-apco-worldwide-inc/e3e03f40-0ad6-4c59-a74e-89de16326015>