

China Policy: intern positions

China Policy is a globally recognised policy monitoring and strategic analysis firm. We work with government, corporate and non-profit clients to build strategic thinking on policy process and risk, providing tools to map, analyse and respond to China's changing domestic and market environments. See our website at policycn.com.

The pandemic has prevented us from accepting interns in 2020. Now settled into a virtual routine we are offering some part-time virtual positions. We invite intern applications in our analysis teams (in scitech; ag and fisheries; energy and environment; social policy; trade and geopolitics) in our editorial team assisting with publications, and in our business development team. Successful interns may be offered analyst positions.

Candidates must have excellent written English, strong organisational skills and ability to work under minimal supervision. China Policy offers interns and analysts a unique opportunity to develop their writing and analysis skills and leverage China qualifications to boost competitiveness in applications for top grad schools. Duties include

analysis interns

- analyse and assess policy movement across sectors
- summarise and translate policy-relevant articles from Chinese to English
- draft policy analysis
- undertake sector-specific project work

publications interns

- choose, edit and manipulate graphics for publication
- manage publications mailouts using web-based applications
- design pages and graphics

business development interns

- undertake client surveys
- develop our client interface
- research new clients groups
- upkeep client relationship management database

knowledge and skills

- enthusiasm, flexibility and ability to take initiative
- outstanding academic achievement at BA or MA level
- eye for detail and clear communicator
- ability to produce work to a set schedule
- strong China studies background an advantage
- native-level Chinese (for analysts)
- professional standard English (for analysts - see below for minimum scores)
- ability to search online in Chinese (for publications)
- experience with Adobe Creative Suite or similar (an advantage for publications)
- experience managing social media (an advantage for publications)

English language requirements

TOEFL 25 writing, overall score 105+; IELTS 7.0 writing, overall score 7.5+

Short term intern positions are unpaid. Please apply online at policycn.com under the career tab. For enquiries contact hr@policycn.com.