



## **AUSTCHAM CHINA INTERNSHIP PROGRAM INDUSTRY & POLICY RESEARCH ASSOCIATE (BY CORRESPONDENCE)**

### **Key Responsibilities**

- Assist senior management with the publication of industry and policy updates for the China-Australian business community
- Produce weekly industry reports, articles and Member-related content
- Conduct industry and policy research as directed by senior management
- Post-edit official AustCham publications and assist with content management
- Inform Marketing and Communications Team of most up-to-date industry and policy findings for the purposes of event content creation
- Assist Marketing and Communications Team to identify keynote speakers for the purposes of providing high quality event content for Members
- Represent AustCham China through webinars and podcasts with existing Members, prospective Members and strategic partners
- Assist senior management with additional administrative tasks as directed
- Liaise with AustCham China liaison offices in South and West China vis-à-vis industry and policy research which concern AustCham China as a whole organisation

### **Selection Criteria**

- Currently undertaking Bachelor's degree or equivalent (minimum) in a related field
- Demonstrated interest in Australia-China relations
- Excellent verbal and written communication skills
- Strong analytical and research skills
- Strong work ethic and aptitude for excellence
- Must be organized and detail-oriented
- Understands the considerations and values of a non-profit NGO
- Ability to work independently and effectively within a cross-cultural small team virtual environment

### **Internship Availability**

- Full-time internships preferred, however we are open to part-time internships. If part-time Interns will need to be available for a minimum of 20 hours between Monday and Friday during business hours.

### **AustCham China**

Room 2103, the Exchange Tower, B-118, Jianguo Avenue, Chaoyang District, Beijing.

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