

AMCHAM Internship

AMCHAM Korea is currently looking for an intern who will work at

Government & Corporate Affairs and Communications/PR Department

1. Period: Starting from September 6, 2021 until January 28, 2022 (This period can be changed if mutually discussed and agreed)

2. Requirements

- University/graduate school students, recent graduates
- Strong written & spoken communication skills in both Korean and English
- Working knowledge of Microsoft Office
- Working knowledge of Facebook, Instagram, LinkedIn, KakaoTalk Channel
- Research experience preferred
- Detail-oriented, professional, responsible, and good interpersonal skills

3. Responsibilities and Duties

- Monitoring and reporting up-to-date industry-specific issues
- Research for drafting position papers on member company advocacy support
- Assisting with the production of COVID Daily Tracker
- Preparation assistance for various AMCHAM events with logistics and documenting events
- Assisting with the production and maintenance of social media channels, including content creation and stats documentation
- Maintaining and updating the press pool contact list
- Monitoring AMCHAM coverage to create press coverage packets
- Others

4. Working Hours: 6 hours per day (Mon-Fri)

5. Hourly Rate: KRW9,000 for 2021

6. Company Location: Yeouido, Seoul

To apply, please send your English resume and cover letter at recruitment@amchamkorea.org by **Friday, August 27, 2021.**