



Internship Opportunities at the Asia-Europe Foundation (ASEF)

The Communications Department (COM) at ASEF is looking for its next intern! Our Internship window is between: Oct, 2023 – March, 2024. Interested applicants can send their CV and Cover Letter to com@asef.org.

Internships in ASEF are a form of experiential learning that supports students to integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give ASEF the opportunity to guide and evaluate talent.

An internship is a carefully monitored meaningful learning experience in which an individual has intentional professional goals and reflects actively on what he or she is accomplishing throughout the experience.

A typical internship includes developing intentional learning objective goals that are structured into the experience and supervised by a professional with relevant and related background in the field.

If you are interested in gaining insights and expertise in the world of international project management, we will provide you with the opportunity to work with talents from all over Asia and Europe, and help you develop project management skills and life skills – an experience that will stay with you, no matter where your career takes you.

During the internship, you will be assigned a project staff who will be responsible for guiding you through the duration of your internship.

You are right for the job if ...

- you are keen to develop yourself professionally;
- you are highly motivated, enthusiastic, confident and creative;
- you are capable and active both in and out of school;
- you possess strong interpersonal and communication skills;
- you are service-oriented and committed to teamwork and excellence; and
- you are citizen of any of the [51 ASEM Partner Countries](#)
- you are a current tertiary matriculated/registered student

As an intern in COM, you can contribute to ...

- **Media Monitoring:** Keep track of news and media coverage related to the organization's activities and events.
- **Content Creation:** Assist in creating content for various social media and communication channels. This may involve writing, editing, and proofreading.
- **Social Media Management:** Assisting the organization's social media accounts by post scheduling and engagement monitoring.
- **Event Support:** Support the planning and execution of events, such as conferences, webinars, and public events. This may include logistical support and working with vendors.
- **Research:** Conduct research on communication trends, best practices, and relevant issues. Provide insights and recommendations based on research findings.
- **Graphic Design and Multimedia:** Assist in creating visual content, such as infographics, videos, and presentations, to enhance communication materials.

- **Database Management:** Assist in maintaining contact lists, media databases, and other relevant communication resources.
- **Monitoring Analytics:** Use analytics tools to track the performance of communication efforts, website traffic and social media engagement. Provide reports and insights based on data analysis.
- **Collaboration:** Work closely with other team members in COM and potentially with colleagues from different departments on various projects.
- **Administrative Tasks:** Perform general administrative duties.

Sounds like an opportunity for you? Send your CV and cover letter by email to com@asef.org indicating the following for us to assess your match:

1. Nationality
2. Date of Birth
3. Expected graduation date from the current academic degree that you are studying for
4. Your available period for full-time internship of 3 to 6 months

Please note that only shortlisted candidates will be notified and that applications are reviewed on a rolling basis.

Depending on an intern's availability and the department's schedule, full-time internships of 3-6 months are conducted at ASEF's Singapore office. We believe physical internship reaps the best learning experience; hence virtual/remote internship will not be considered.

A monthly stipend of SGD 750 shall be paid to the successful intern to help defray their daily expenses incurred during internship. Selected interns from local tertiary institutions are not required to contribute to Singapore's Central Provident Fund.

We look forward to working with you!