



## Internship at the Asia-Europe Foundation (ASEF): Media & Communication Department

### **Description**

The Asia-Europe Foundation (ASEF) is an intergovernmental not for profit organisation based in Singapore and operating in 51 countries of the Asia-Europe Meeting (ASEM)<sup>1</sup>. Media is one of ASEF's seven key thematic areas.

In this field, we engage media industry stakeholders in annual events enabling a diverse exchange of perspectives. We also facilitate dialogue and cooperation by managing ASEF's multiple online platforms that aim to increase awareness of ASEF and its projects spanning all thematic areas.

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.

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

If you are interested in gaining insights and expertise in the world of international relations and the work of a non-profit organisation, 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 supervisor who will be responsible for guiding you through the duration of your internship.

### **Role and responsibilities**

1. **Social Media:** Assist in creating content for various social media and communication channels. This may involve writing, editing, and proofreading.
2. **Graphic Design and Multimedia:** Assist in creating visual content, such as infographics, videos, and presentations, to enhance communication materials.
3. **Monitoring:** Use analytics tools to track the performance of communication efforts, website traffic and social media engagement. Provide reports and insights based on data analysis.
4. **Project and 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.

### **Requirements**

BA or MA students with international relations/communication focus with a minimum internship period of 3 months to 6 months.

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<sup>1</sup> <https://www.aseminfoboard.org/about/partners>



You are a citizen of any of the 51 ASEM Partner Countries.

**Application Information**

Interested candidates should send their cover letter and CV via this [link](#). Please indicate 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.