

AmCham Singapore Executive Office Job Description

Established in 1973, the American Chamber of Commerce in Singapore (AmCham Singapore) is the largest and the most active international business association in Singapore and Southeast Asia, with over 5,000 members representing just under 600 companies. American companies' direct investment in Singapore exceeds an estimated US\$218 billion. We promote the interests of AmCham members in Singapore and the region by providing insights, advocacy, and connections through our programming and publications.

AmCham is a forward-thinking, business-progressive association. Our mission is to create value for our members by providing advocacy, business insights, and connections. Our membership includes American companies and Singaporean and third-country companies with significant U.S. business interests. AmCham is an independent, non-partisan business organization. We are a member of the 28-chamber-strong AmChams of Asia Pacific (AAP).

Our goal is to provide the information and facilitate the access and connections that give members insight into the local, regional, and global operating environment, enhance their professional capabilities, and enable them to make well-informed business decisions. Please visit www.amcham.org.sg to learn more.

Position: Intern, External Affairs (EA)
Time: At least 8 weeks, and ideally 12, between August-December 2020. Full-time availability is preferred, but part-time availability is also acceptable.
Role: Supporting the External Affairs, Programs, and Insights teams in AmCham's annual research, public affairs, communications, events and programs, and policy initiatives

This fall, we have a host of engaging, content-rich projects underway. There is some opportunity for customization of the scope of the EA intern's portfolio depending on his/her experience and interests.

Note: Due to COVID-19 restrictions, the Chamber is currently closed and all staff and interns are working remotely. Until such policies are changed, the intern will be expected to have access to a computer and internet connection to work from home.

Available Positions:

External Affairs Intern – 3 positions available

- Support the research and writing of policy papers related to doing business in the region
- Support the project management, analysis and presentation of the Chamber's flagship publication, the *ASEAN Business Outlook Survey*, and other *ad hoc* reports on relevant issues
- Support the creation, analysis, and presentation of surveys on critical policy issues as needed

- Draft press releases and/or talking points, support the Chamber's media relations, and any other requests in relation to AmCham's external communications
- Support event day-of logistics and creation of pre and post-event collaterals, as and when needed
- Support other departmental and inter-departmental initiatives of the Chamber as required

Requirements:

- There are no major/field of study requirements for the position, but the most successful candidates will likely have a background in the liberal arts or social sciences.
- Applicants must exhibit strong analytical, writing, and editing skills, and demonstrate attention to detail. Applicants should be self-motivated, eager to learn, and able to work well with people of diverse backgrounds.
- Ability to coordinate multiple projects simultaneously, work well under pressure and meet deadlines.
- A good background in producing data visualizations, digital presentations, and collateral designs preferred.
- Copywriting capabilities preferred.
- Intermediate data analysis skills preferred.
- Must be able to take initiative and be a creative problem solver.
- Excellent written and verbal skills in English and a strong attention to detail required.
- Knowledge of Singapore or ASEAN is a plus, but not a requirement.

Exposure & Opportunities

Through this internship, the EA intern would have the opportunity to engage with a dynamic team, support key projects, and gain an understanding of how a non-profit organization operates. Furthermore, the intern will be able to develop his/her professional skills, receive mentorship, and attend AmCham events to build his/her understanding of the opportunities and challenges of doing business in the region.

- Some of the skills the intern could strengthen during his/her internship would be conducting research writing, communication, graphic design, critical thinking, strategy, networking, and more.
- The EA department takes an active role in mentoring young professionals. The staff members will work with the intern to ensure that the internship meets his/her objectives, provide feedback, offer career advice, recommend opportunities, and write a recommendation upon completion of the role if requested.
- AmCham serves as a platform for young professionals to interact with senior executives from multinational and local companies in social and formal business settings. Interns will have the opportunity to attend AmCham events and committee meetings to gain insights from the experts.

Application Guidelines:

As AmCham is a non-profit organization, our internship positions are unpaid. Interested candidates are advised to email their resume, cover letter and availability to hr@amcham.com.sg

by **July 26, 2020**. AmCham is an equal opportunity employer and welcomes local and international candidates to apply. When applicable, candidates are responsible for securing their holiday work passes to volunteer in Singapore.