

## **AMCHAM Internship**

### **Communications/PR Department**

The Communications/PR Department promotes awareness of the Chamber's mission and activities to the general public in Korea. As the Chamber's editorial division, the department oversees the production of all AMCHAM publications, both online and offline, to inform members about AMCHAM activities and the latest economic and business issues. AMCHAM publications include the Journal, an issues-oriented, quarterly magazine, the annual Membership Directory, among others. The department also develops online content for the organization's website and social media channels.

**Period:** From March 27 to June 30, 2023 (Can be changed if mutually discussed & agreed)

#### **Requirements**

- Bilingual (English and Korean)
- Strong writing skills
- Working knowledge of Facebook, Instagram, LinkedIn
- Working knowledge of Microsoft Office (Word, PowerPoint, Excel)
- Detail-oriented, professional, responsible

#### **Responsibilities**

- Assisting with the production of the AMCHAM Journal magazine: writing articles about AMCHAM events, coordinating with companies for content submission, proofreading/editing
- Assisting with the maintenance of social media channels, including content creation and stats documentation
- Drafting press releases in English and Korean, monitoring AMCHAM coverage
- Drafting speeches and toasts for AMCHAM leadership
- Assisting with logistics and documenting events

#### **Benefits**

- Hands-on work experience in an international business environment
- Exposure to current business and industry issues
- Attend AMCHAM meetings and events

**Working Hours:** 5 days per week (Mon-Fri), 6 hours per day

- Working Hour: 10:00am to 5:00pm
- Recess Hour: 12:00pm to 1:00pm
- Hourly Rate: KRW9,700 for 2023

#### **Process to Hire**

Submit application → Writing test → In-person interview → Results

Please send your English resume and cover letter to [recruitment@amchamkorea.org](mailto:recruitment@amchamkorea.org) by March 15 (Wed), 2023.