



Student Internship in New York
(8-week internship from July 2024 to August 2024)
US\$640/week (40-hour work week)

Undergraduate students are invited to apply for internship positions at the Hong Kong Economic & Trade Office, New York (HKETONY). The HKETONY is the official representative of the Hong Kong Special Administrative Region Government in Eastern US. It forms part of the network of the 14 overseas Economic and Trade Offices (ETOs) to enhance global understanding of Hong Kong's unique advantages, advance Hong Kong's economic and trade interests, and support overseas enterprises in expanding business in the city. More information about HKETONY is available at: www.hketony.gov.hk

Major Scope of Duties

- Assisting with organising and running promotional and publicity events and activities
- Assisting with researches and analysis on trade relations, investment, talent attraction, etc.
- Assisting with visits and meetings
- Drafting correspondence and reports
- Office administration

Working Hours

Monday-Friday, 8:30am-5:30pm or 9:00 am – 6:00 pm (including one hour for lunch without remuneration) from July to August 2024 (exact dates of commencement and ending are subject to mutual agreement).

Requirements

- Current enrollment in an undergraduate programme in a university/college in the US
- Good presentation and communication skills in English
- Good research and Excel skills and ability to present findings in an organised manner

- Good knowledge of the business landscape, and political and socioeconomic issues in the United States
- Experience in promotional events, and/or majoring in media / journalism, marketing, international relations, economics or business will be an advantage
- Knowledge and expertise in various social media platforms will be an asset
- Knowledge of Hong Kong would be useful but not mandatory
- Authorized to work in the United States.

Successful candidates have to make their own arrangements to work at HKETONY physical location. The office address is 115 East 54th Street, New York, NY 10022.

How to apply

Interested candidates should submit application with cover letter and resume via Handshake or email at jobs@hketony.gov.hk by **April 15, 2024**.

Interview

Interviews will tentatively be conducted in April 2024. Applicants who do not receive any notification by end of May 2024 should consider their applications unsuccessful.

Enquiries

jobs@hketony.gov.hk

Personal data provided by job applicants will be used strictly in accordance with the HKSAR Government's personal data policies, which are available at www.pcpd.org.hk