

**Internship Opportunity**  
**April 2021 – December 2021**

The British Office in Taipei is part of a worldwide network of 280 UK Government missions, aiming to maintain and develop relations between the UK and Taiwan. There is an internship opportunity in **Communications and Marketing Section** for those students who wish to broaden skills and experience in the real-world environment.

The Communications and Marketing Section engages with all sections at the British Office to provide integrated and strategic communication and marketing through a combination of media works, innovative campaigns and digital/social media communication. You will be given the opportunity to contribute significantly towards how we raise the profile of the UK in Taiwan through social media works, events and GREAT campaigns.

**Main duties and responsibilities:**

- Media work support – media monitoring reports and news coverage collection
- Social media work support – search various sources & content production
- English/Mandarin translation works
- Event/campaign preparation and on-site support
- Administration support – data entries and branded assets management

**Minimum qualification:**

- Undergraduate students or postgraduate students majoring in communications, marketing, business, international relations, international trade or English language
- Strong IT computer skills using Microsoft Word, Excel, PowerPoint, Office, Internet and MS Project
- Skills on Adobe Premier/video & audio editing/Photoshop preferred
- Excellent spoken and written English and Mandarin
- Active social media users
- Photography/filming skill is a plus
- Enthusiastic and a self-starter. Available to work at least 2 full days a week.

**This internship term is at least for 6 months expected to start in April 2021.**

**How to apply:**

Applicants should detail any relevant experiences, skills and tools they have that would be useful for the role set out to the description above.

Please email us your English CV with a covering letter to [info.taipei@fcdo.gov.uk](mailto:info.taipei@fcdo.gov.uk) with subject **“Communications and Marketing internship 2021”** and explain why you want to work with us. The deadline for this application is **16 Feb 2021**. Only those candidates who are successful in the initial sift of application will be contacted and invited to attend an interview. The interview will be conducted in English.