

# Interested in U.S.-China Relations? Intern with the Tai Initiative this semester.

## What is the Tai Initiative?

The [Tai Initiative](#) is a non-governmental organization that facilitates U.S.-China capacity and trust-building at the subnational level through strategic networking, knowledge sharing and opportunity creation for local government, business, education and nonprofits.

We're busy preparing our 2015 *Annual Conference on U.S.-China Subnational Relations* in Washington, D.C. and need your help.

Our goal is to draw 200 participants from D.C. and surrounding states to inspire, assist, and facilitate rigorous collaboration among existing interests in U.S.-China relations. Would you like to join our team?

## Who are you?

Passionate about environmental sustainability, international relations, and seeking a career in those fields. Eager to learn. Ready to work.

*You'll be putting that passion to work in the following areas:*

### **Skills You'll Need:**

**Administrative** - To help us make this conference a success, we use a variety of tools to keep everything straight such as Dropbox, Basecamp, Highrise, etc... We'll train you on these tools, but you have to be able to meet deadlines.

**Speaking** - You'll be doing outreach over the phone. Confidence in your own ability to speak thoughtfully and persuasively to others is required. Depending on your level of comfort appearing before the public, you may be asked to contribute to online panels as well.

### **Duties**

- Assisting the Tai Initiative Director of Research to identify, contact and maintain communications with U.S.-China-oriented environmental organizations, university environmental science departments, companies and local government environmental officials regarding the Environmental portion of the conference
- Emailing and calling potential sponsors for the organization and the upcoming conference
- Posting on Facebook, Twitter, LinkedIn, forums, blogs, comment threads, etc.
- Mailing invites to influential conference attendees.
- Assisting in formulating content for the environmental workshops

## What will I get out of this?

- Major networking opportunities within and learning opportunities about the community of U.S.-China organizations, companies and government entities engaged in bilateral environmental knowledge and technology exchange
- Training in a variety of online collaboration tools and platforms used in the international space, such as Basecamp, Wordpress, Hootsuite, and others
- Close mentorship from our founder, University of Washington, Jackson School Alumnus, Carson Tavenner
- (If you log at least 100 hours through February) Transportation and lodging for the Conference in D.C. (provided by us) and a position on the conference staff
- Immersion into the world of marketing
- New job skills relevant to promoting online businesses

## When / Where?

This internship will last 6-10 months depending on your availability. We are looking for at least 5 hours of your best work per week. Most of the work will happen virtually, and some will require local travel (we're headquartered in Snohomish County, WA and will hold occasional team meetings in Seattle). We'd like to have qualified interns start their training the first full week of October.

## I'm sold. How do I apply?

**Email** a PDF or Word version of your resume and a short cover letter to [admin@taiinitiative.org](mailto:admin@taiinitiative.org) addressing why we should hire you and what you hope to gain by working with the Tai Initiative. **Be sure** **"Environmental Intern Application" is in the subject line.** We will select two applicants to join the team. All applicants will receive feedback on their application within two weeks.

Learn more at [www.taiinitiative.org/join-team](http://www.taiinitiative.org/join-team)