

External Relations Team

Dept./Office	Strategic Planning and Relations
Team	External Relations Team
Position	Intern
Reports to	External Relations Team Leader

Position Summary

The External Relations Intern is responsible for supporting, coordinating, and creating media content. The External Relations Intern also provides organizational and administrative supports including but not limited to Memorandum of Understanding (MoU), alumni association and other external/internal events.

Responsibilities

- Coordinate, facilitate and assist in photo and film shoots including transportation of equipment.
- Coordinate, facilitate and assist in photo and video editing and project development.
- Create and deploy graphics and motion graphics for media projects.
- Coordinate event management and stakeholder services including donor registration, donation ceremony, signing ceremony, visitor tour and events related to alumni
- Other admirative support (reports preparation, data organization, etc.)

Qualifications

- Bachelor's degree
- Work experience in a related field
- Fluency in both Korean and English writing and communication skills

Required Skills, Knowledge and Abilities:

- Strong ethics and reliability
- Excellent analytical skills
- Proficient in MS Office
- Proficient in Adobe creative suite
- Website management skills is preferred but not essential

Preferences

- Candidate with related degree/major preferred