



FULBRIGHT
Philippines

PHILIPPINE-AMERICAN EDUCATIONAL FOUNDATION

Communications (& Alumni Relations) Intern Vacancy Description

Position Title:	Communications Intern
Opening Period:	Submissions accepted until March 16, 2024
	Internship program to begin late March - early April 2024 Internship to be a 3-month duration
Work Hours:	40 hours per week (3 month period)
Work Location:	20/F Greenfield Tower, Greenfield District, Mandaluyong City Hybrid Set-up
Summary:	The Philippine-American Educational Foundation is the oldest, continuing Fulbright Commission in the world that administers the flagship foreign exchange scholarship program of the United States of America in the Philippines. The Comms Intern will provide administrative and communications work to the commission, and work with them to ensure the success of PAEF's upcoming projects and tasks.
Main Tasks:	Organization Organizing & verifying information of an ongoing alumni database through contacting alumni Organizing a media monitoring system Content Creation Assistance Social media posts Basic video editing Program Management Logistical support for pending/upcoming events Social Media presence pre, during, post events



FULBRIGHT
Philippines

PHILIPPINE-AMERICAN EDUCATIONAL FOUNDATION

	Other Administrative Tasks
Skills/Characteristics	<p>The Comms Intern must:</p> <ul style="list-style-type: none"> - Be an undergraduate student at a college or university in the Philippines in good academic standing (preferably a communications / media degree, but any is allowed); Fresh grads are also allowed to apply - Have excellent organizational, interpersonal and writing skills - Have video and photo editing skills (preferably Canva & Adobe Creative Suite) - Have the ability to work well within a team - Have the ability to take initiative and meet deadlines - Exhibit dependability and professionalism <p>Applications are welcome to anyone regardless of race, sex, gender, sexual identity, religion, location, etc.</p>
How to Apply	<p>Please send the following to fulbright@fulbright.org.ph with subject line:</p> <p>Comms Intern Application</p> <ul style="list-style-type: none"> - Updated resume (with 3 references we can contact through phone) - A cover letter directed to the executive director of PAEF expressing interest to apply for the position