



Spring 2024 Internship and Fellowship Recruitment

The Hong Kong Democracy Council (HKDC) is a Washington, D.C.-based nonpartisan, nonprofit organization for Hong Kong's pro-democracy movement and Hong Kongers in the United States. We are seeking spring interns and fellows in 2024 to assist with our four work departments: (a) **research and educational outreach**; (b) **diaspora and community empowerment**; (c) **policy advocacy**; and (d) **political communication and event planning**. We are looking for enthusiastic and highly-motivated candidates who identify with our mission.

Your duties and responsibilities may include preparing policy briefings; tracking developments in Hong Kong, U.S.-China relations, and the broader Indo-Pacific region; organizing public and private events; contributing to research projects and reports; drafting monthly newsletters and political communication materials; crafting grant proposals; carrying out administrative tasks; managing social-media accounts; building solidarity with Tibetan, Uyghur, Taiwanese, and other groups; and engaging with legislators, policymakers, and nonprofit stakeholders in Washington. Our interns are **current or recent undergraduate students**. Our fellows are **current or recent graduate students**.

While we will coordinate with you to develop your specific fields of interest and expertise, you need to demonstrate an overall passion for promoting human rights and a sufficient understanding of the U.S. government. **Familiarity with the situation in Hong Kong, excellent written and verbal communication ability, mastery of social media, interpersonal skills, and a strong work ethic** are essential. Preference is given to applicants in Washington and with Cantonese proficiency, although neither is a requirement. You should have at least a 3.0 G.P.A., or the equivalent from a non-U.S. institution. You are welcome to take this opportunity to earn academic credits toward your program of study upon approval from your school.

The internship and fellowship positions each comes with a stipend, so you must present **proof of valid U.S. employment authorization** by your first day on the job. Your commitment should be an average of **15 hours per week between mid-February and late July**. If you reside in the Washington metropolitan area, you can expect a hybrid model that allows you to work from

home when not carrying out in-person duties. If you are remote, you can expect to complete all your tasks virtually with the exception of one week in July, when we will subsidize your travel arrangements to participate in the Hong Kong Summit and a full program with the rest of your cohort. **Your start and end dates may be negotiable** based on individual circumstances.

Materials to Submit

1. A **completed application form**, as enclosed on the following page. Read the instructions carefully.
2. An **up-to-date resume** that summarizes your education, professional experience, language proficiency, and extracurricular activities. You may also include other relevant details you wish, such as awards, publications, or media appearances.
3. A **personal essay up to three pages in length** that introduces your background, indicates your reasons for aspiring to work at HKDC, and answers one of the two questions below:
 - Transnational repression directed by authoritarian governments is on the rise around the world. How should pro-democracy Hong Kongers in the U.S. respond to this threat?
 - What can policy advocates in Washington do to better involve members of the diaspora in advancing key Hong Kong-related legislative and executive priorities?

Please consolidate all items above into a single PDF document and e-mail it as an attachment to **hkdc.us@protonmail.com** with the subject line: “HKDC Spring Internship Application 2024” or “HKDC Spring Fellowship Application 2024.” The deadline is **Jan. 4**.

Internship and Fellowship Application Form

Name		Date of Birth		
Last	First	MM	DD	YYYY
Which position are you applying for?				
<input type="checkbox"/>	Internship (current or recent undergraduate students)	<input type="checkbox"/>	Fellowship (current or recent graduate students)	
Rank your interest and expertise in our four work departments, with 1 being your most-preferred and 4 being your least-preferred area.				
<input type="checkbox"/>	Research and educational outreach	<input type="checkbox"/>	Diaspora and community empowerment	
<input type="checkbox"/>	Policy advocacy	<input type="checkbox"/>	Political communication and event planning	
Do you reside in the Washington metropolitan area? If not, specify where.				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	City, State	
Provide two to three references who, if contacted by us, will be able to comment on your credentials for this position. You may consider listing your professor or teacher, your current or former employer, and an active local organizer involved in the U.S.-Hong Kong community.				
Reference I	Title, Affiliation	Phone/E-mail		
Reference II	Title, Affiliation	Phone/E-mail		
Reference III	Title, Affiliation	Phone/E-mail		
HKDC is an organization officially sanctioned by the Chinese government, and the nature of our work is sensitive. If you receive and accept an offer to the position, do you wish to request anonymity?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	