

S/N	Project Title	Description	Key Activities	Skills/ Competencies	Type (Remote/ On-site/ No preference)
1	Events and Campaigns Management	This intern will support CPAU's event and outreach efforts	1. Support the planning and organisation of CPAU-led events, briefings, workshops, and outreach activities 2. Assist with event timelines, task lists, and logistical checklists 3. Coordinate event-related information such as agendas, participant lists, and speaker details 4. Provide on-the-day support for events, including registration, guest coordination, and basic protocol support 5. Support the rollout of communications campaigns linked to APEC such as the APEC Photo Contest (working with the Social Media & Contents Sr Executive)	1. Strong planning and organisational skills, with the ability to manage timelines, details, and multiple tasks 2. Clear written and verbal communication skills in English 3. Interpersonal and coordination skills, with confidence interacting with diverse stakeholders 4. Ability to follow instructions and translate plans into practical actions 5. Strong attention to detail, particularly for schedules, names, and event materials 6. Ability to work under time pressure during live events and campaign peaks	On-site
2	Social Media Content Production	This intern will support CPAU's ever growing social media presence by working closely with Social Media and Content Sr Executive for content ideation and production support.	1. Assist in brainstorming content ideas aligned with APEC priorities, meetings, and campaigns 2. Support the development of weekly or event-based content plans and calendars 3. Track emerging trends, formats, and best practices across major platforms (LinkedIn, X, Instagram) 4. Support basic visual production, including simple graphics, carousels, reels, and story formats 5. Assist with ad-hoc content needs during high-intensity periods (Senior Officials Meetings, ministerials)	1. Strong written communication skills in English, with an ability to write concise, engaging copy 2. Basic visual content skills, including familiarity with tools such as Canva, Adobe Express, or similar 3. Digital and social media literacy, with understanding of how different platforms and audiences work 4. Research and trend awareness, especially in digital communications and public-facing content 5. Basic photography or video editing skills for social media formats 6. Ability to follow brand, style, and editorial guidelines consistently 7. Basic understanding of social media analytics and performance indicators 8. Comfort working with content calendars, shared documents, and collaboration tools 9. Attention to detail, particularly for factual accuracy and tone 10. Ability to work collaboratively in a fast-paced, multicultural environment	On-site