



Intern, Greater China Market

Asia Philanthropy Circle (APC) is a community of philanthropists who are collaborating to chart a fair, prosperous, and sustainable future for Asia. Our members, across 13 markets, champion social innovation for public good, and pioneer collaborative approaches to address systemic challenges. Through our collective impact, APC aims to accelerate public good for a better Asia. We are a registered charity headquartered in Singapore.

Founded by Asian philanthropists, APC furthers the aspiration for collective impact through peer exchanges, collaborative ground-up projects and the development of initiatives and knowledge resources to build the regional social impact ecosystem. We are a dynamic not-for-profit organisation striving for lasting solutions to the most pressing social issues of our time through strategic and collaborative philanthropy. Many of our members across Asia are top philanthropists and leaders in the impact sector.

We are looking for someone interested in the sector and passionate about social impact work, with a focus on the Greater China market. In a dynamic environment, we offer a unique opportunity to gain first-hand insight into the world of private philanthropy across Asia. With guidance and broad exposure, the intern will develop their knowledge and skillsets to excel across many fields.

The candidate will work on projects, including for the Greater China Market, spanning multiple sectors due to the wide range of members interests, for e.g., from education and early childhood development, to eldercare and mental wellness, to migration issues, climate change etc. Our programmes are broad-ranging but ultimately focused on delivering systems change and social innovation through strategic and collaborative philanthropy. To achieve these, we work with local and international NGO leaders, government agencies and partners to improve philanthropy in Asia. The candidate will support these ideas and activities in their conceptualisation, coordination and delivery.

This is a very exciting position for a young, passionate, and bright future leader who wants to learn how to leverage resources to create the most impact, and to help shape the Chinese philanthropic ecosystem more broadly. We offer direct regional experience and rare insight into Asia's leading foundations and philanthropists.

The duration of the internship is at minimum three months (winter term holidays open for discussion). Exceptional candidates may receive a return offer to join APC full time following their graduation.

Requirements

- Must have an outstanding command of English and Mandarin Chinese; mastery in other languages such as Cantonese, Bahasa Indonesia preferred.
- Possess solid research and writing skills. Past demonstrable experience and portfolio is a bonus.
- Applies lateral thinking and can pick up new topics. Able to translate concepts to paper, grasp ideas on the go and synthesise effectively and quickly.
- Able to conduct desktop research with limited supervision based on broad guidelines provided.
- Have some basic understanding of the social impact sector and proactively learns about and participate in activities in the community. Some understanding of the principles of strategic philanthropy is preferred.
- Willing and able to multi-tasking effectively across different functions, including event coordination, writing, programme follow-up, partners outreach, etc.



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- Familiarity in Microsoft Office suite, especially Word, Powerpoint and Excel is required. Familiarity with data management software, social media is a bonus.
- Strong alignment with the mission and vision of APC.

Interested candidates should send a cover letter in Chinese in addition to your CV (in English or Chinese) to hr@asiaphilanthropycircle.org.

Due to current employment restrictions, we are only considering Singapore citizens, PRs, and those with valid visas for this position.



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