Intern, Climate

Reports to: Climate Director
Full-time role based in Singapore

About Asia Philanthropy Circle (APC)

Asia Philanthropy Circle (APC) is a community of philanthropists who believe Asia's toughest challenges are best solved together.

Founded in 2015 by philanthropists, for philanthropists, APC today brings together over 60 members across 13 markets who share a commitment to building a more just and sustainable Asia through collaborative philanthropy.

APC is a trusted peer space: a place to share openly, learn across contexts, and build joint initiatives that no single actor could achieve alone. Its diverse community spans generations, geographies, and interests—united by a belief in the power of collective action.

Members contribute across financial, knowledge, time, and human capital—supporting social innovation for the public good, strengthening Asia's philanthropy ecosystem, and championing collaborative responses to systemic challenges. APC is a registered charity headquartered in Singapore, with roots across Asia.

About the Role

You'll support APC's **Climate Portfolio**, contributing to the research, programmes, and activities that enable APC to create strategic, collaborative philanthropy for a better Asia. You will work closely with the Climate Director and the wider team across **research and knowledge support, communications and events, and member engagement** for the APC Climate & Communities Collective (CCC) Programme. **This is an ideal fit for someone who enjoys working behind the scenes in a fast-paced environment** and wants direct exposure to how collaborative climate philanthropy is shaped across Asia.

You will have the opportunity to:

- Conduct desk research and synthesise regional trends on climate and nature to support ongoing programmes within the CCC.
- Join partner meetings and help prepare meeting notes for effective knowledge management within the team.
- Compile concise donor briefs and knowledge materials for Asia-based philanthropists.
- Support CCC online and in-person events and strengthen member and stakeholder engagement on climate.

This is a rare chance to work alongside Asia's leading philanthropists and help turn ideas into collaborative climate projects. Candidates with strong research and writing skills, strong organisational skills, and a passion for climate and social impact are encouraged to apply.

Key Responsibilities

1. Research & Knowledge Support (APC Climate & Communities Collective Programme)

- Conduct desk research on regional trends and synthesise information on cross-cutting thematic issues on climate and nature, as needed to support ongoing programmes within the CCC.
- As advised by the Climate Director, join partner meetings and help prepare regular and timely meeting notes for effective knowledge management within the team.
- Compile, analyse, and synthesise information into concise donor briefs and knowledge materials for Asia-based philanthropists.

2. Communications, Events & Operational Support

- Provide logistical support for Climate & Communities Collective online and in-person events, workshops, and conferences, including arranging meetings and coordinating event timelines, venues, etc.
- Draft and edit event summaries, newsletters, presentation decks, and background notes as needed.
- Assist with light graphic design (e.g., Canva) and formatting to ensure materials are polished and visually engaging.

3. Membership & Community Engagement

- Help track and maintain APC's climate member and stakeholder database, ensuring accurate records of interests, engagement, and event participation.
- Contribute ideas for new and creative ways to strengthen member communications and engagement during weekly team huddles.

Who We're Looking For

1. Skills, Experience and Qualifications

- Excellent proficiency in English (written and spoken); proficiency in Mandarin Chinese, Cantonese, or Bahasa Indonesia is an advantage.
- Strong organisational skills, with a structured, detail-oriented approach to work.
- Ability to multi-task and manage competing priorities effectively.
- Solid research and writing skills; able to distil and synthesise information quickly and clearly.
- Familiarity with Microsoft Office (Word, PowerPoint, Excel); comfort with online collaboration tools (Zoom, Google Workspace) and basic design platforms (e.g., Canva) strongly preferred.
- Interest in climate, nature, philanthropy, and social impact; prior experience in research, events coordination, or stakeholder engagement is a bonus.
- Proactive, service-oriented mindset, with the ability to work both independently and as part of a team.

2. Commitment Period:

- The intern should be willing to commit a **minimum of six months from January to June 2027**, with a start date as soon as possible preferred.
- A monthly stipend of SGD 800-1000, commensurate with time commitment and relevant experience.

Why Work with Us?

What We Offer:

- **A front-row seat to Asia's philanthropy ecosystem**—the opportunity to work with leading philanthropists, family offices, and foundations across the region and globally
- A lean, collaborative team **where your work and voice have direct, visible, and meaningful impact**
- Opportunities to grow in a **high-trust environment**

Apply

- Interested candidates should write in with a brief cover letter stating your motivation and start date, together with your CV to hr@asiaphilanthropycircle.org.
- Due to current employment restrictions, we are only considering Singapore citizens, PRs, and those with valid visas for this position.