

Fall Part-Time Internship, Washington, D.C.

U.S. National or non-U.S. National with permission to work in the U.S.

Vriens & Partners is the leading government affairs and political risk consulting firm in Southeast Asia. We are headquartered in Singapore, with offices in Vietnam, Indonesia, Malaysia, Thailand, the Philippines, Cambodia, Myanmar and Washington, D.C. We provide expert analysis of public policy issues, strategies for engaging government and other key stakeholders, independent appraisals of political risk, and strategic communications counsel. Our clients are major multinationals, business associations, and non-governmental organizations.

We offer current graduate school students the opportunity to work in a challenging and dynamic work environment with exposure to multiple industry sectors, in a young and growing consulting firm. This is a paid, part-time internship.

Our ideal candidate will be an effective team player, with strong communication and organizational skills, and regional experience.

Primary Responsibilities:

- Conduct research on U.S. policy affecting Southeast Asia and regional political and economic issues;
- Assist in drafting and preparing analytical reports, presentations, meeting notes and memos;
- Assist with regular media and policy monitoring;
- Liaise and arrange meetings with clients, government agencies, industry associations and other stakeholders;
- Support and represent the firm at meetings and workshops.

Qualifications:

- Interest and knowledge in the politics and economies of Southeast Asia;
- Strong written and oral communication skills in English;
- Strong time management skills and ability to handle multiple tasks;
- Bachelor's degree in a relevant field;
- Preference for applicants with regional experience.

Additional Information:

- Location: Washington, D.C.
- Duration: Part-time (15 hours/week); preferred duration of 10 to 12 weeks
- Benefits: Monthly stipend of USD 1,500; hybrid work arrangements

Interested candidates should send their applications to careerswashington@vrienspartners.com and indicate the position being applied for in the subject line. Please include a cover letter and current resume. Applications are accepted on a rolling basis with a view to recruit as soon as possible.
