U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE:	**Intern/Fellow (Research or Communications)**
VACANCY NUMBER:	**008-2026-I**
SALARY:	**Paid (hourly or stipend); see Compensation section below**
POSITION INFORMATION:	**Hourly position: Administratively Determined, Term-Appointed Position** (The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.) **Stipend positions: For academic credit internship supported by a stipend (not a Commission employee position)**
DUTY LOCATION:	Washington, DC
WHO MAY BE CONSIDERED:	Open to all qualified U.S. Citizens who are currently enrolled either full or part-time in an accredited higher education institution, to include undergraduate (Intern) or graduate and professional (Fellow) programs.
SPECIAL REQUIREMENTS:	(1) All candidates must be available to work in-person in Washington, DC. Candidates outside of the Washington, DC National Capital Region must be willing to relocate in a timely manner if selected. (2) Intern/Fellow offers are conditional on a candidate's ability to complete a federal criminal background check. (3) The Commission regularly submits long-term employees for a security clearance. A previous or current active clearance is not a prerequisite for applying for or initiating employment.
OPEN & CLOSING DATES:	Wednesday, November 4, 2026 to Tuesday, November 24, 2026 Applications may be reviewed and interviews conducted on a rolling basis as applications are received, so we strongly encourage applicants to submit applications as early in the process as possible.
CONTACT:	Email: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission is a legislative branch commission mandated to monitor, investigate, and report to Congress on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China.

The Commission's full mandate is posted at https://www.uscc.gov/charter.

POSITION DUTIES AND QUALIFICATIONS

The Commission is seeking up to three Interns/Fellows to support the Commission's Research teams or its Communications team for the Spring term between January and May, depending on the candidate's academic schedule and availability. Candidates should identify if they are applying for a Research Internship/Fellowship or a Communications Internship/Fellowship or both positions in a single application.

Research Interns/Fellows:

Research Interns/Fellows will work alongside and support the Commission's research and operations teams. Position duties will include preparing daily and weekly news updates, attending congressional briefings and writing summary memos, staffing the Commission's public events, conducting fact-checks, copyediting, assisting with translations, contributing to research assignments, supporting general office operations, and other tasks as assigned.

Ideal candidates will have strong research, writing, and interpersonal skills, demonstrate high degrees of professionalism and collegiality, and will have a strong interest in the Commission's legislative mandate and research mission. Preference will be given to candidates with an academic or professional background in East Asia Studies, International Relations, Political Science, Public Policy, or a related degree field. Proficiency in Mandarin Chinese is highly desirable but not required.

Communications Interns/Fellows:

Communications Interns/Fellows will work alongside and support the Commission's congressional and communications and operations teams. Position duties will include preparing daily and weekly news updates, developing drafts of press releases and posts (including videos) for publishing on the Commission's social media accounts, website, newsletters, and other public-facing platforms, monitoring media coverage and public discourse related to the Commission's mandate, staffing the Commission's public events, supporting general office operations, and other tasks as assigned.

Ideal candidates will be creative self-starters with strong written and verbal communication skills, fresh ideas for promoting the Commission's work, and the ability to work quickly. They will demonstrate high degrees of professionalism and collegiality, and a strong interest in communications, digital media, and U.S.-China policy. Preference will be given to candidates with an academic or professional background in Communications, East Asia Studies, International Relations, Political Science, Public Policy, or a related degree field, and to candidates with prior experience managing social media accounts or producing digital content such as videos and graphics for a government agency or think tank. Proficiency in Mandarin Chinese is highly desirable but not required.

COMPENSATION

The Commission is offering up to three Intern/Fellow positions for the Spring term. One position is paid hourly at $20.00–$22.00 per hour, commensurate with experience, and two are supported by a stipend of $5,000 for the Spring term. Stipend positions are available only to candidates receiving academic credit for the internship/fellowship. Applicants must indicate in their Statement of Interest whether they would accept a stipend position if offered and confirm that they are able to receive academic credit from their higher education institution for the internship/fellowship.

HOW TO APPLY

Submit a complete application package containing all of the below required documents **in a single PDF file** via email to Opportunities@uscc.gov. **Incomplete application packages or information not received by 5:00 p.m. Eastern Time on the closing date will not be considered.**

1) **Statement of Interest, to include:**
   a. Concise statement outlining your interest in the Commission and what you hope to gain from this internship/fellowship (maximum 400 words);
   b. Name and contact information for two professional references, ideally one academic and one professional;
   c. Availability for work (including a tentative start and end date) and total hours per week available (full-time is preferred);
   d. Which internship/fellowship you are applying for (Research, Communications, or both);
   e. Whether you will receive academic credit or outside funding for participating in this internship/fellowship, and whether you would accept a stipend position if offered; and
   f. Whether you are proficient in Mandarin Chinese, including the highest level of coursework or language training you have completed.

2) **Resume**

3) **Current Sample of Your Work**

   Research Internship/Fellowship: A sample of your own writing (to include a memorandum, essay, report, or academic article), ideally on a topic related to Chinese business, economics, security, international relations, comparative politics, and/or foreign affairs.

   Communications Internship/Fellowship: A sample of your own work (to include a press release, video, op-ed, or other persuasive media assignment), ideally for a government agency or think tank.

   The sample must be your own work and should not exceed 5 pages (2 minutes if a video); include citations as appropriate. A short statement should accompany the sample explaining to what extent, if at all, AI or another writing aid was used in the development of the sample. For candidates who wish to be considered for both the Research and Communications Internship/Fellowship, please submit two work samples (one for each Internship/Fellowship).

WHAT TO EXPECT AFTER APPLYING

After submitting your application package, you will receive an email confirming receipt of your application materials. Please note this email confirmation is not automated and may take 2–3 business days to receive.

You will be contacted via email if we would like to schedule an interview or require additional information. All applicants will be notified once the positions have been filled.

HOW YOU WILL BE EVALUATED

The Commission will evaluate your statement of interest, resume, and writing sample to assess your qualifications and experience. Top applicants will be invited to participate in a videoconference interview. The final hiring decision will be made by the hiring committee.

OTHER IMPORTANT INFORMATION

The Commission actively seeks a diverse applicant pool and values having a variety of views, backgrounds, and experiences on the team. The U.S.-China Economic and Security Review Commission is an equal employment opportunity employer and does not discriminate against any applicant for employment because of that individual's protected characteristics as defined by law and legal precedent, including: race, color, religion, sex, national origin, age, disability, genetic information, or uniformed service.

The Commission will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The Commission participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by the Commission, the Commission will verify with the DHS and the SSA that you are eligible for employment in the United States.

Benefits. Consistent with 5 CFR Part 890, Interns/Fellows who meet the eligibility requirements are able to participate in the Federal Employees Health Benefits Program. Interns/Fellows are also eligible to participate in the "SmartBenefits" transit subsidy program.