

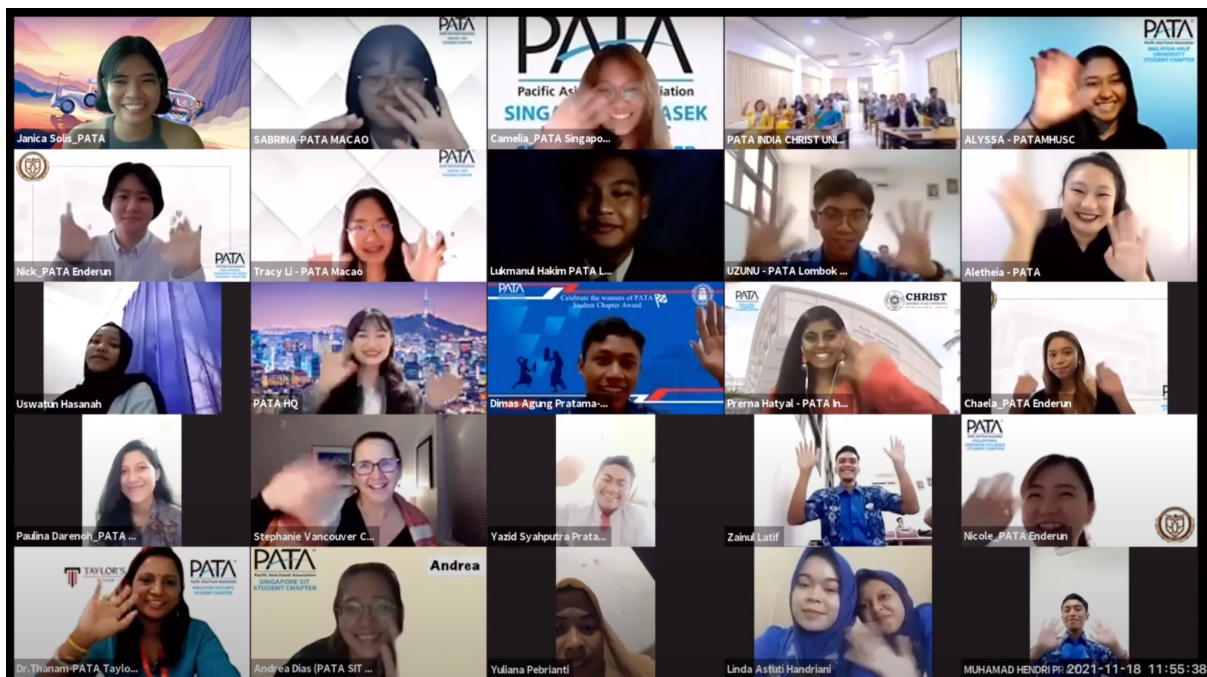
Take your internship into a whole new experience with PATA. ✈️🌍

The **PATA Internship Program** provides students with the opportunity to learn about PATA and the travel & tourism industry on an international scale.

## About PATA

The Pacific Asia Travel Association (**PATA**) is a not-for-profit membership association that acts as a catalyst for the responsible development of travel and tourism to, from and within the Asia Pacific region.

The PATA network also embraces the grassroots activism of the PATA Chapters and Student Chapters, who organise numerous travel industry training programs and business development events across the world. Thousands of travel professionals belong to the 32 local PATA Chapters worldwide, while hundreds of students are members of the 18 PATA Student Chapters globally. Connect with them at [patayouth.org](http://patayouth.org)



PATA's Head Office has been in Bangkok since 1998. The Association also has official offices or representation in Beijing and London. We created the PATA Internship Program to add an extra value learning for our student chapters and non-student chapters, providing a global experience in an international membership organisation like PATA.

If you are a student located anywhere in the world (preferably in Asia due to timezone difference), [check out the internship programs below ↓](#)

## PATA Internship Program

**PATA Interns** are from different nationalities and backgrounds around the world. Yet they have two things in common—the love for travel and a desire to learn.

PATA provides on-the-job training with senior staff members to all interns, benefiting both the student and employer. Interns will be required to perform operational support, and administrative tasks in various parts of the organisation.

[Meet the PATA Interns](#)

## Perks @ PATA

- **Certificate of Recognition.** Every PATA Intern who finishes the internship program will receive a certificate of recognition from PATA, plus a recognition in PATA HQ main social media channels.
- **Special PATA Youth Membership for 3 years.** We'll waive the membership fee of our alumni for 3 years.
- **Intern Hangouts and AMA.** PATA is known worldwide with its exclusive and premium events. We don't only provide this knowledge-sharing to our members, but most importantly to our internal staff and interns.
- **Recommendation Letter.** Our alumni prepare for the real world after their internship. We provide a recommendation letter signed by the head of department and the PATA CEO, Liz Ortiguera.
- **Exposure and Mentorship.** Working in PATA means you'll be working closely with our head of departments as well as stakeholders. Get ready to learn by doing, and be exposed to the real world of the international travel and tourism industry.

## Explore the team that matches your skills and interests!

**Due to the COVID-19 pandemic, PATA interns are allowed to work remotely.** We are following Bangkok's timezone (GMT+7) as our working hours every 9am – 5.30pm, with 1hr for lunch. Please make sure you are able to adjust to this timezone before sending your application.

Other relevant information:

- Flexibility can be provided upon request, subject to time differences and approval by the Department or direct supervisor.

- Required to attend relevant PATA online meetings and department meetings on Google Hangouts.

## Schedule

PATA Internship is a **full-time, three-month long program**. Please note that availability is not guaranteed for each department.

*For more info, please visit [www.pata.org/internship](http://www.pata.org/internship)*

## Internship Positions

### Specific Job Descriptions

- [Sustainability & Social Responsibility \(SSR\) Intern \(Remote, Worldwide\)](#)
- [Membership Department Intern \(Remote, Asia-based\)](#)
- [Marketing Department Intern \(Remote, Asia-based\)](#)
- [Youth Department Intern \(Remote, Asia-based\)](#)
- [Events Department Intern \(Remote, Asia-based\)](#)
- [Communications Department Intern \(Remote, Asia-based\)](#)
- [Research Department Intern \(Remote, Asia-based\)](#)

### General, Must-Haves for PATA Interns

- Strong cross-cultural understanding and interest in working in a different culture
  - The ability to think fast & learn fast
  - A highly collaborative mindset
  - Strong interpersonal and communication skills
  - Strong professional English proficiency, as English is the working language of the PATA office
  - Resourcefulness in tackling problems
  - You must be at least 20 years old, and be able to work within Bangkok Timezone (GMT+7), 9am-5:30pm, 5 days per week
  - You must be a student or recently graduated (of not more than 2 years)
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## [Sustainability & Social Responsibility \(SSR\) Intern \(Remote, Worldwide\)](#)

- Do you want to exponentially impact the UN Sustainable Development Goals (SDGs)?
- Do you want to assist projects and programmes in partnership with international funding and development agencies?
- Do you want to create a world with safe, responsible travel supporting local communities and environments?

If this sounds like you, then apply today to become PATA's next SSR Associate!

### **ABOUT THE SSR INTERN ROLE**

As an Intern in Sustainability at PATA, you are a highly-valued member of the PATA Team. You will have weekly responsibilities along with several workshops and events to attend. We highly encourage you to learn as much as you can about the trends, issues and key stakeholders of sustainable tourism in the Pacific-Asia region. Although you will be primarily working with the PATA Director of SSR, you can be of assistance to staff members in other departments such as Events, Membership, SIC and Admin, if and when required.

### **ABOUT PATA SSR**

To protect our very reason for being, PATA works for our membership, and with strategic partners, to exponentially impact the UN Sustainable Development Goals (SDGs) within the Asia Pacific travel industry.

PATA inspires innovation for exponential impacts on the SDGs for our members' initiatives by:

1. Adding voice to their innovations and achievements;
2. Building their capacity to measure, analyze and manage data-driven, market-oriented projects;
3. Demonstrating, in all PATA business units and operations, that we are passionate, progressive and proactive in achieving SDGs; and
4. Managing projects for, by and with our members that achieve exponential impacts on the SDGs.

We believe it is important to be membership centred, impact focused, project based and fiscally positive.

### **ABOUT YOU**

- You have completed your Bachelor's Degree and ideally doing your Masters.
- You have an understanding of tourism trends for sustainability, conservation, and corporate social responsibility.
- You have strong interpersonal and English communicative skills.

- You have strong professional written English skills, to create and edit newsletter articles and reports.
  - You are a self-motivated and mature person, with a highly collaborative mindset.
  - You enjoy working with people from different cultures.
  - You have a strong desire to help others.
  - You have a passion for travel and tourism.
  - You are growth and results oriented.
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### **Membership Department Intern (Remote, Asia-based)**

The Membership team is in charge of taking care of and engaging with our Members, as well as growing PATA's community. Every day, we talk with members from all over the world, assisting them to maximise their membership with PATA. As a Membership Intern, you'll be tasked with:

- Supporting the team with membership recruitment & retention via email correspondence to members and prospects.
  - Learning how to use a Customer Management System and thus keep the membership database up to date when handling new members and terminated members.
  - Support the team with administrative tasks such as issuing invoices, receipts and certificates.
  - Support the team by managing PATA Store Accounts and assisting members, via email, to gain access to the PATA Store.
  - Publishing member news on the PATA website and social media channels.
  - Creating Membership marketing materials
  - Contacting members for information.
  - PATA Membership team runs 2 webinars: PATA Spotlight and PATA 101. You will be required to help the team administratively prepare for the upcoming online events, support during execution and assist in any post-event tasks as required.
  - Occasionally, PATA interns will be invited to attend events, seminars, trainings and meetings with members.
    - In the lead up to any event, interns are required to help the team in preparation.
    - During the event, interns are required to help the team with the execution of the event.
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### **Marketing Department Intern (Remote, Asia-based)**

PATA's Marketing department communicates PATA's brand story to members and prospects. They are the creative hub of PATA, generating content and designs for PATA events and

initiatives.

As a Marketing Intern, you'll be tasked with:

- Managing and updating content for PATA's digital platforms including the PATA website, YouTube, Flickr, social media pages, etc.
- Creating simple graphics using a template on programmes like Canva
- Taking notes during PATA Events for use in post-event recaps
- Writing the first draft of social media posts
- Searching for visuals and background music from stock databases
- Researching travel innovations and summarizing key details

Requirements

- A high command of the English language.
- Have knowledge and skills for graphic designs using Canva.
- Have knowledge and skills for basic video editing, such as cutting clips.
- Candidates who enjoy creating content for digital platforms are preferred.

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## [Youth Department Intern \(Remote, Asia-based\)](#)

The PATA Youth Team designs and runs youth programs and is in charge of its own digital marketing and manages an international community of PATA Youths, PATA Student Chapters and PATA EDU Members. Its ultimate goal is to inspire and empower youths to become drivers of change alongside PATA for the responsible and sustainable development of the tourism industry in Asia Pacific.

As a PATA Youth Intern, you will be working closely with PATA Youth Ambassador, Aletheia. Expect to be included in and contribute actively to brainstorm meetings, draft social media posts and craft communication for different target audiences. Learn how to use customer management systems, excel, mailchimp and manage databases.

- Organisational Structure: Functions as part of membership team
- Required to be contactable during working hours: 9am - 5.30pm (BKK Time) but can work independently.

As a PATA Youth intern, you'll be tasked with:

- YTP Membership registration (Screening applicants) and managing a database on Squarespace
- Brainstorm, design and execute online events together with YTP Ambassador.
- Adapt programmes to an online, international community.
- Assist with organising online events, administration, issuing certificates, and creating post-event reports.
- Assist with research/surveys of the international community: eg creating survey monkey forms, analysing data and presenting data.

- Assist with administrative tasks or inter-departmental projects when needed.
- Curating news articles for the Youth audience to be posted on social media platforms.
- Writing marketing copy for social media platforms, preparing 3 posts per week and assisting in scheduling and posting of content.
- Assist with the preparation of EDMs on Mailchimp for upcoming events.

Requirements:

- Familiar with google suite tools (google sheets, google docs, google drive, google hangouts) and Microsoft Excel.
  - Has standard data collection and analysis skills in academia.
  - Bonus if familiar with mailchimp, survey monkey and canva.
  - EXTRA BONUS if you have managed databases before.
  - Previous marketing experience is preferred but not necessary.
  - Excellent English language writing and communication skills. Able to tailor content to a target audience.
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## **Events Department Intern (Remote, Asia-based)**

The Events Team is in charge of making sure PATA's 4 major events (ATCM, PAS, PTM, PDMF) run smoothly for all stakeholders. They are the most detailed, organized and efficient people you will ever meet.

As an Events Team Intern, it is very important that you are **detailed oriented** as you will be tasked with:

### **PRE-EVENT**

- Database update, follow up registration & payment, issue receipt and send confirmation package
- Answer delegates' inquiries
- Follow up with delegates and send reminder as necessary
- Update information in the system/ platform and on the website
- Support in Events Marketing such as eDM, Video or promotional materials
- Support Gold Awards administration work and presentation platform

### **ONSITE**

- Monitor visitor registration and video streaming of LIVE sessions for all PATA Events

### **POST-EVENT**

- Keep the delegate database up to date
- Support the team in survey data management, analysis and report

**Requirements:**

- Meticulous and pays attention to details.
  - Excellent verbal and written communication skills.
  - Proficiency in Microsoft Office
  - Have Knowledge and skills for Zoom Webinar & Meeting.
  - Ability to multitask.
  - Strong interpersonal skills and highly collaborative mindset.
  - Dynamic, quick learner and good team work.
  - Cope well under pressure and sometimes tedious work.
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### **Communications Department Intern (Remote, Asia-based)**

The Communications Department presents PATA's core missions, visions, and values to a wide audience consisting of various stakeholders from both the public and private sector. This is done through press releases, events, online platforms, media, etc. As a Content and Editing Intern, you will be reporting to PATA Director of Communications and External Affairs, Mr Paul Pruangkarn, and Marketing Manager, Ms. Carma Chan.

Content and Editing Interns will be tasked with:

- Research, write and edit press releases, blogs, articles, letters, and publications/reports, as well as conference/webinar programmes
- Assist the team with communications planning; assist in brainstorming communications and PR strategies
- Assist with media relations
- Work hand in hand with internal departments of PATA
- Assist the team with external communications, work with external role-players
- Assist in organizing events and online webinars with external stakeholders
- Keep up-to-date with the industry news and relevant information
- Support the Director of Communications and Marketing Manager as needed.

#### **Requirements:**

- Fluent in English language with strong writing skills are required.
  - In your application, it is compulsory to include an example of your writing.
  - Strong interpersonal skills and highly collaborative mindset
  - Have knowledge and skills in managing social media and online platforms.
  - Have knowledge and skills for graphic designs using canva
  - Strong professional skills to write press releases, newsletters and articles
  - Have knowledge and passion for travel and tourism
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## [Research Department Intern \(Remote, Asia-based\)](#)

The Research Department is in charge of delivering accurate and timely tourism data. We work with reports design, editing and production of SIC products and publications. You will get a chance to know more about tourism efficient resources, tourism industry trends and more.

As a PATA Research Intern, you will be working closely with the SIC team; Praon, Tong and Chu. It is very important that you are **detailed oriented and passionate or familiar to work with numbers and statistics** as you will be tasked by supporting the team with:

- Collecting tourism data i.e. visitor arrivals, visitor profile, tourism expenditure, average length of stay, etc. from national tourist offices/national statistics offices and official websites on a daily basis
- Keeping direct and regular contact with the research/statistics department of national tourist offices / national statistics offices in order to get access to regular feed of the data in need
- Learning how we utilise the collected data/figures and putting them into the database (Excel format) with the PATA coding and to make sure they are not compromised with the accuracy
- Assisting with report reviewing and proofreading
- Learning how our PATAmPOWER (<http://mPOWER.pata.org>) platform works and working on it in order to keep data up-to-date and manage our membership accounts associated with the Membership Team.

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