

Pre-Hiring Internship Hong Kong Based Venture Capital Editorial Analyst

Early Capital Ventures, the investment arm of Early Capital Group, is looking for a three to six-months intern to join the team immediately. This is a unique opportunity to join a venture capital with the possibility to work remotely.

Role:

Assisting the investor relations team, you will be overseeing the Content Strategy, ensuring all content on all channels are of consistently high quality. You will be responsible with overseeing the day to day content operations and production schedule while enforcing editorial guidelines. The firm is looking to broaden its reach in all its operating markets of Hong Kong, Singapore, Japan, Australia, Vietnam, Thailand and Taiwan.

Missions will include:

- **Drive the Content vision** of the company and coordinate the production schedule
- **Mentor and encourage** social media and editorial interns, as well as contributors so as to ensure that all **content is on brand, and consistent** in terms of style, quality and tone of voice
- Grow our digital circulation and **expand the reach** of our content
- **Plan, develop and implement** the overall content strategy across a variety of platforms
- Monitoring web traffic and metrics to **identify best practices**
- **SEO** and generation of in-bound traffic

Your opportunity:

- Be the driving force in shaping the editorial line of a purposeful organization with an entrepreneurial ethos and a start-up feel
- Gain exposure and work along with world class entrepreneurs
- A fast-paced working environment with challenges which let you grow day by day
- Flat hierarchies with space for your own ideas in a dynamic, dedicated and motivating environment

Requirements:

The analyst will have shown a deep interest in the new technologies / internet ecosystem as well as emerging markets.

- Degree in Journalism, Media Studies, English Literature or other relevant fields
- **Passion for finance, entrepreneurship or early stage investing experience** is a significant plus.
- **Contrarian**, able to spot situations likely to evolve differently from what everyone else is expecting
- Being **perfectly fluent** in both written and spoken English is required; additional languages a plus.
- **Practical sense**, as a relatively small yet growing firm, we have to do everything ourselves.
- On top of that, strong planning and organizing capabilities and good time management, able to manage multiple projects autonomously.

Remuneration:

Unpaid

Contact:

Send your resume and cover letter by email to wissam@earlycapitalgroup.com