

Location: Washington, DC
Department: Asia Society Policy Institute

Announcement:

The Washington, D.C. office of the Asia Society Policy Institute is seeking exceptional interns with a demonstrated interest in social, political, and economic developments in Asia. The selected interns will directly support the Asia Society Policy Institute's senior leadership with their research agendas and programming in Washington, D.C. Ideal candidates will have strong research/writing skills and experience with office/event support. We are currently seeking interns in the following areas:

1. **Security Issues in the Asia-Pacific** – The selected candidate will assist the Director for Asian Security and the security team to support research initiatives on Asian security strategy and regional architecture reform. This position requires a candidate who is comfortable with significant independent responsibility in coordinating with high-level current and former officials. The selected candidate will also provide writing and research support for the Director of Asian Security in drafting op-eds and research articles on a wide range of security and defense issues.
2. **Economics and Trade in the Asia-Pacific**– The selected candidate assist the ASPI Vice President to support a high-level initiative on the Asian trade agenda. The candidate should possess a strong economic background with knowledge on current trade agreements and initiatives in the region. This position will also entail conducting independent research on emerging Asian economic trends, and drafting talking points and speeches for the Vice President.
3. **Gender Issues in the Asia-Pacific** – The selected candidate will assist the ASPI Vice President and affiliated staff to support programming on women and gender policies in Asia. This position will entail conducting independent research on emerging women's policy issues for the Vice President, as well as coordinating logistics on a series of speaking events gender thought leaders. Candidates should be familiar with barriers women face in the workplace, economies and societies more generally.

In addition to a substantive research agenda, all ASPI policy interns will learn about ASPI public programming and other logistical/office functions, and, at times, will have access to a policy mentor to develop an independent research project over the course of the summer.

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Education and prior experience most suited for this internship:

Familiarity with Asia policy issues through previous academic study and/or internship experience; must have the ability to work independently; strong research, writing, and editing skills; excellent attention to detail; ability to meet tight deadlines; proficiency with Microsoft Office, and Social Media; flexibility with handling diverse tasks; U.S. government experience not required, but highly desirable.

Internships are **unpaid** positions. Candidates should be available to commit to a minimum of 12 weeks, and at least 24 hours per week. Full-time commitments are generally preferred.

How to apply:

E-mail: **1)** a cover letter, indicating your interest and the days and hours you are available to intern; **2)** a resume; and **3)** a writing sample (3–5 double-spaced pages; abstracts are accepted) in Word or PDF format with the subject line "*ASPI Internship DC –[Semester] 2017 (ex. ASPI Internship DC– Spring 2017).*" to AsiaDC@asiasociety.org

Application Deadlines:

	Duration	Applications Must Be Received By our Office No Later than 11:59PM EST
SPRING	January-May	Rolling Basis
SUMMER	June-August	May 1
FALL	September-December	August 1

Incomplete applications will not be considered. Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please.

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