

Asia Society Internship Opportunity

Location: Washington, DC
Position: Various (see below)
Posted: 7/24/09

Description:

Asia Society seeks long- (6 months to a year) and short-term (minimum 12 weeks) unpaid interns for the organization's Washington, DC office. Desired candidates should be available at least 4 days a week and have the flexibility to participate in our evening programs once or twice a month. Asia Society is America's leading institution dedicated to fostering understanding of Asia and enhancing communication between Americans and the peoples of Asia and the Pacific. As an international nonprofit, nonpartisan educational organization, Asia Society provides a forum for building awareness of the more than 30 countries broadly defined as the Asia-Pacific region.

Responsibilities:

Business Development Intern: Assist with fundraising, market research, and corporate analysis.

Economic Research Intern: Assist in identifying and developing a database of corporate and business leaders; research on various policy issues affecting international business in Asia.

Arts & Culture Program Intern: Research Asian arts and cultural issues and trends; assist with program planning and logistics; assist with patron member recruitment and events.

Policy Program Intern: Conduct background research and track specific policy issues; writing summaries of issues and programs for the Asia Society website; assist with program planning and logistics, attending and reporting on meetings at various organizations in DC.

Environmental Program Intern: Research current environmental policies and issues in Asia; assist with program planning and logistics.

Young Professional Program Intern: Research potential sponsors and speakers; pursue speakers for, and assist at, events; market the program and its events; prepare sponsorship and membership materials.

Interns will also be asked to perform a variety of general administrative tasks as needed.

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WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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Qualifications:

- Strong interest in Asian and Asian American issues
- Strong written and oral communication skills and attention to details.
- Strong computer skills and knowledge of graphics software a plus.
- Excellent problem-solving skills and inter-personal skills
- Ability to work with a diverse group of people
- Able to work effectively both independently and as part of a team

Internship Benefits:

- College credit if your university allows
- Invitations to Asia-related programming and Asia Society activities
- Exposure to senior government, business and NGO leaders from the US and Asian countries

To apply, please submit cover letter, resume and writing sample by email to:

Asiadc@asiasociety.org

No phone calls, please. Due to the large volume of applications, we regret that only qualified candidates will be selected for an interview.

The Asia Society is an equal-opportunity employer.

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