

Asia Society Internship Opportunity

Location: New York
Position: New York Public Programs Intern - Business
Posted: 12/1/09

Description:

The Asia Society is seeking interns for its business programs division. The program intern should have interest in issues revolving around business in Asia, and will be researching various topics including current business trends and developments, emerging government and private sector leaders, and other issues that affect international business. The intern will assist with the development and implementation of business programming here in New York as well as events taking place throughout Asia.

Responsibilities:

Researching various issues affecting international business in Asia – corporate research, economic and business trends, government policies; writing summaries of issues and trends for use in developing conferences and other business programs; staying up-to-date on breaking news events in Asia; assist in identifying and developing a database of corporations, business leaders, NGOs, and scholars in the U.S. and Asia who are shaping the future of business and economic relations in Asia; on-site assistance with NY-based events; some administrative work.

Requirements:

Excellent communication skills – written and verbal; strong interest in Asia and Asian Business; efficiency in MS Word, Excel, research databases; experience in Asia is a plus (not required).

Schedule:

Schedule: full or part-time (minimum of three days per week); this is an unpaid internship, but academic credit can be offered; please indicate the days and hours you are available to work. We would like someone to be available immediately and commit to a minimum of three months. Evening availability once or twice a month for events may be requested.

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New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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How to apply:

With the title of the Internship in the subject line, please submit cover letter and resume to:

Yoshie Ito
Sr. Program Officer
E-mail: yito@asiasoc.org
Fax: 212-327-9381

No phone calls, please. Only those candidates considered for an interview will be contacted. If you submit your resume by email, please regard it as having been received unless your email is bounced back.

Be sure to subscribe to eNews, our weekly email newsletter, to receive information on Asia Society programs and activities: asiasociety.org/eNews

The Asia Society is an equal-opportunity employer.

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