

Asia Society Internship Opportunity

Location: New York
Position: Business Programs Intern, Fall 2011
Posted: 7/12/11

Description:

The Asia Society is seeking an intern 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 governments 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 at our regional offices throughout Asia.

Responsibilities:

- Research various issues affecting international business in Asia, including corporate research, economic and business trends, government policies
- Write summaries of issues and trends for use in developing conferences and other business programs
- Assist in publicizing upcoming programs, including designing flyers and other promotional materials, updating the Asia Society website with program descriptions, and conducting various outreach efforts
- 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, PowerPoint, Adobe Acrobat; experience in Asia is a plus (not required).

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. Evening availability once or twice a month for events may be requested.

Deadline:

ASAP.

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Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

Asia Society Internship Opportunity

How to apply:

To apply, please submit cover letter and resume to:

Yoshie Ito
Senior Program Officer, Business Programs
E-mail: yito@asiasociety.org

No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard the submission of your letter and resume as having been received unless your email is bounced back.

The Asia Society is an equal-opportunity employer.

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