

Asia Society Intern Opportunity

Location: New York
Position: Global Leadership Initiatives Research
and Communications Intern
Posted: 9/27/11

Purpose:

The Asia Society's Global Leadership Initiatives team is seeking a part-time intern to provide support for activities around the 2012 Asian Pacific Americans Corporate Survey and the 2012 Diversity Leadership Forum. Candidates should have a solid foundation in research and data analysis. They should also have a background in communications and/or media relations, with solid project management and writing capabilities.

Responsibilities:

Responsibilities include but are not limited to:

- Data analysis and reporting on findings
- Support for message and narrative development for Survey report
- Support for media outreach and communications efforts including drafting of press releases, speeches, articles and other resources as needed
- Administrative support of project, including tracking and on-time delivery of all project deliverables, media follow-up and logistical support for 2012 Diversity Leadership Forum

Requirements:

Interest and familiarity with Asian Pacific American employment and/or overall corporate diversity is a must. Familiarity with the Asia region is a plus. Candidate should be able to work independently, with little supervision and have the ability to liaise with senior corporate executives.

Other requirements:

- Currently enrolled in (or a recent graduate from) an accredited graduate level program (e.g., Master's, MBA, PhD)
- Understanding of research concepts, terminology
- High, near expert, proficiency in Excel and other Microsoft Office programs
- Detail-oriented
- Clear, concise communications skills
- Highly developed writing and editing skills
- Highly developed project management capabilities, including timeline development and tracking
- Experience in media relations
- Minimum of 20 hours commitment per week; commitment for 2011-2012

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

Asia Society Intern Opportunity

academic year preferred

How to apply:

Please email your cover letter and resume to: jsaw@asiasociety.org. Indicate intern title and in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

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