

Asia Society Internship Opportunity

Location: Washington, DC

Position: Global Policy Programs Internship, Winter/Spring 2012

Posted: 11/01/11

Description:

The Asia Society's Washington, D.C. office is seeking an exceptional intern with a demonstrated interest in the social, political, and economic challenges facing the United States and countries in Asia. The selected intern will support the Asia Society's policy research, outreach and administrative work in Washington. We are currently seeking an intern with strong research/writing skills and interest in at least one of the following areas:

1. The linkages between environmental change, sustainable development, and security in the Asian region, with a particular focus on food security, water security, urbanization, and climate change.
2. Regional security, United States foreign policy in the region, and governance issues in Asia. Current countries/regions of particular interest include Iran, Afghanistan, Pakistan, Central Asia, Korea, Indonesia, India, and Burma/Myanmar.

Responsibilities:

Tracking and researching current developments in Asia and on Capitol Hill related to the issue areas above; assisting with administrative and logistical duties; writing, editing, and proofreading reports, event/meeting summaries, and content for Asia Society's website; providing conference/event coordinating support; and attending and reporting on meetings at embassies, Capitol Hill, and various NGOs in Washington, DC.

Requirements:

Previous internship or work experience preferred; familiarity with Capitol Hill, global issues, and/or Asia through academic study and/or work experience; strong research, writing, and editing skills; excellent attention to detail; reliable and able to work under tight deadlines; proficiency with Microsoft Office, and knowledge of Constant Contact, Mail Chimp, and design software a plus (Adobe CS); and flexibility with handling diverse tasks.

Schedule:

Internships are **unpaid** positions. Please note that we do not provide visa support. Candidates are required to commit to a minimum of 12 weeks, and at least three days per week, or the equivalent of 24 hours per week. Full-time commitments are generally preferred. Evening availability once or twice a month for events may be requested.

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How to apply:

E-mail: **1)** a cover letter, indicating your interest in the position and the days and hours you are available to work; **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 "Global Policy Programs Internship, DC, Winter/Spring 2012."

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. Position is open until filled.

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The Asia Society is an equal-opportunity employer.

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