

Asia Society Intern Opportunity

Location: San Francisco (Asia Society Northern California)
Position: PCSI Research Intern
Posted: 11/11/11

Purpose:

The Asia Society's Northern California Center is seeking an exceptional intern with a demonstrated interest in sustainability challenges facing urban centers in Asia and the United States. In particular, the selected intern will provide research and analysis, outreach, and administrative support for the Center's Pacific Cities Sustainability Initiative (PCSI), which aims to promote sustainability best practices, encourage cross-disciplinary dialogue, and catalyze behavioral change among cities in North America and Asia. *For more information, see www.pcsisustainability.org.* We are currently seeking an intern with strong research/writing skills and demonstrated interest in urban sustainability and sustainable cities, including in the areas of urbanization, green transportation, infrastructure, design, building, and/or energy.

Responsibilities:

Tracking and researching current developments in Asia and the United States related to the areas above; assisting with administrative and logistical duties; writing, editing, and proofreading reports, event/meeting summaries, and content for Asia Society's website; and providing conference/event coordinating support as needed.

Requirements:

Previous internship or work experience preferred; familiarity with urban sustainability issues in Asia and the United States through academic study and/or work experience; strong research, writing, and editing skills; grant proposal development experience a plus; excellent attention to detail; reliable self-starter and problem-solver who is able to work independently to meet tight deadlines; proficiency with Microsoft Office, and knowledge of Adobe Creative Suite, Raiser's Edge, and/or Drupal a plus.

Schedule:

Internships are **unpaid** positions. Schedule is flexible, but we prefer candidates who can commit to a minimum of 12 weeks and at least two days per week, or 15 – 20 hours per week.

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 "**PCSI Intern-Winter 2011.**"

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www.asiasociety.org

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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.

Asia Society Northern California
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Asia Society is an equal-opportunity employer.

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