

Asia Society Intern Opportunity

Location: New York
Position: Global Leadership Initiatives Intern
Posted: December 16, 2011

Purpose:

The Asia Society's Global Leadership Initiatives team is seeking a part-time intern. The intern should have an interest in issues revolving around leadership, policy and gender in the Asia-Pacific region, and will be researching various topics including current political trends and developments in these areas. The intern will assist with the development and implementation of the Society's leadership initiatives, including Asia 21 Young Leaders and Women Leaders of New Asia Initiatives, the Williamsburg Conference and Diversity Leadership Forum.

Responsibilities:

Responsibilities include, but are not limited to:

- Conducting research on emerging government, private and civil society sector leaders
- Conducting research in preparation for conference topics and developing reading lists
- Assisting in event planning of the conferences, including logistical support and communications
- Helping to prepare conference materials by editing bios and formatting documents
- Maintaining websites by adding content and media
- Researching various issues in the Asia-Pacific region
- Staying up-to-date on breaking news and hotspots in Asia

On-site logistical assistance with NY-based events and administrative work is also occasionally required.

Requirements:

Previous internship or work experience preferred; demonstrated interest in Asia and Asian affairs through academic study and/or work experience; strong research, writing and editing skills; efficiency in MS Word, Excel, research databases and WordPress; excellent attention to detail; and reliable and able to work under tight deadlines. Internships are unpaid positions. Part-time (20 hours per week) commitment through the end of the spring semester required. Commitment for the 2011-2012 academic year preferred. Evening availability once or twice a month may be requested.

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How to apply:

For positions in New York, please email your cover letter, resume and 1-2 page writing sample to: dswanson@asiasociety.org. Indicate intern title in the subject line. Resumes without cover letters and writing samples 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.

Asia Society is an equal-opportunity employer.

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