Asia Society Career Opportunity

Location: New York
Title: Global Policy Programs Internship, Summer 2012
Posted: 3/15/12

Description:
Asia Society’s Global Policy Programs department is seeking an exceptional intern with a demonstrated interest in the social, political, and economic challenges facing the United States and countries in Asia. We are currently seeking an intern with strong research/writing skills and interest in at least one of the following areas:

1. The rise of China and India and other potentially high-performing economies in Asia, the strategic ramifications of their growing economic, political, and military power, and their relations with the United States; issues of focus include global finance and trade, sustainability challenges, and regional security.

2. Regional security, United States foreign policy toward Asia, and governance issues within Asia. Current countries/regions of interest include Iran, Pakistan, Afghanistan, Central Asia, North Korea, and Burma/Myanmar.

Responsibilities:
Tracking and researching current developments in Asia; writing, editing, and proofreading reports, event/meeting summaries, and content for Asia Society's website; providing conference/event coordinating support; assisting with administrative and logistical duties as needed; and attending and reporting on meetings at the United Nations and at various NGOs in New York City.

Requirements:
Previous internship or work experience preferred; familiarity with 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, with knowledge of 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 (minimum 35 hours per week) commitments are generally preferred. Evening availability once or twice a month for events may be requested.

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 MS Word or PDF formats with the subject
Asia Society Career Opportunity

line "Global Policy Programs Internship, Summer 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. Position is open until filled.

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NO PHONE CALLS, PLEASE.

*Asia Society is an equal-opportunity employer.*