

Asia Society Internship Opportunity

Location: Asia Society New York
Title: Conference Marketing Intern
Posted: 1/20/12

Description:

Asia Society Partnership for Global Learning is seeking a volunteer for spring internship from February through May, 2012. Additionally, there will be an opportunity for the intern to attend and work at the 5th Annual education conference held in late June. This Administrative/Conference Intern will be responsible for learning and understanding the work of the Education office administration and assisting with both everyday tasks and special assignments for our annual Education Forum taking place in June at the New York Marriott, Brooklyn Bridge. This is an excellent opportunity for someone interested in conference management, customer relations or similar positions. This internship is unpaid.

Responsibilities:

The Conference Intern will be responsible for the following areas:

Office/Conference Duties:

- Assist the Conference Manager on logistics, communications and marketing as needed.
- Monitor Conference Registrations and submit reports of attendees as needed to Education Staff.
- Act as an Exhibitor Liaison before the conference.
- At the conference, assist with registration set up, monitoring individual seminars and plenary management.
- Disseminating post conference acknowledgements and gifts.

Other Responsibilities:

- Work on special assignments
- Other work as assigned

Requirements:

- College graduate or some college education preferred

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

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- Good organization skills and ability to work independently required
- Confidence speaking over the phone is a must
- Basics computer skills (MS Office Suite) required
- Interest in fundraising and/or event planning preferred
- Interest in global learning, education, international relations preferred

Schedule:

3-4 days a week. If interested, applicant has the opportunity to work on-site at the New York City conference in June.

Deadline:

ASAP.

How to apply:

Please send resume and cover letter to Chantal Bonitto at chantalb@asiasoc.org No phone calls please.

Asia Society is an equal-opportunity employer

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