

Asia Society Intern Opportunity

Location: New York

Department: Global Initiatives – Business Programs

Period of Internship: Fall/Winter 2014/15

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team facilitating their business programming. The ideal candidate for this internship will have a keen interest in Asia in the areas of business, economics and international affairs; be a student or recent graduate; and have an interest in gaining experience working in an international organization. The intern should be available to come to Asia Society between 20-30 hours/week for 4-6 months.

The intern will receive training and hands-on experience in the following areas: Researching business and policy trends involving the Asia-Pacific including India/China/Japan/Korea global economic impact, Asian business leaders, and Asian countries' political future and global impact; assisting in program development for the Assistant Director for public programs on business, with emphasis on research and gathering information in support of concept papers written by program officers and other staff members; assembling news briefing from major outlets from key countries in Asia on business trends and events; managing contact database and registration software; assisting in budgeting and calculation for the department; assisting with administrative and logistical duties related to all of the Global Initiatives team's areas of work; assisting with events after-hours as needed (2-3 times per month) This is an **unpaid** internship.

Education and prior experience most suited for this internship:

Current student or recent graduate; demonstrated strong interest in Asia; knowledge of an Asian language a plus but not required; interest in and understanding of global business concepts, international trade, geopolitics, etc.; strong computer skills, including experience with Microsoft Office suite, cloud computing, web content management, and social media; strong writing skills and attention to detail; ability to perform under pressure/time constraints; ability to maintain composure and exercise good judgment in public; good organization skills and ability to work independently; native or proficient English speaking and writing.

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

How to apply:

To apply, kindly email the following:

1. Cover letter, indicating your interest in the position and the days and hours you are available to work;
2. Most recent resume;
3. Writing sample (3-5 double-spaced pages; abstracts are accepted) in Word or PDF format;
4. E-mail Benjamin Linden at blinden@asiasociety.org with subject line:
GLOBAL INITIATIVES, BUSINESS PROGRAMS INTERNSHIP

No phone calls, please. Only those candidates considered for an interview will be contacted.
Please consider your application received unless it is bounced back.

Please subscribe to our online newsletters and receive information about Asia Society's programs and activities: <http://asiasociety.org/email-newsletter-signup>