

# Asia Society Intern Opportunity

**Location:** New York

**Department:** Global Talent Initiatives/External Affairs

**Period of Internship:** Spring/Summer 2015

## Announcement:

For nearly 60 years, Asia Society has been the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. In 2007, Asia Society launched Global Talent Initiatives (GTI) to leverage its public voice in the area of global talent and diversity leadership.

The Global Talent Initiatives team is seeking a college or graduate student intern to assist with the 2015 Diversity Leadership Forum, a high end training and development conference for Senior HR and business leaders, Asian Pacific American cohort sponsors, and Asian Pacific American emerging corporate leaders. The intern will also assist with the 2015 APA Corporate Survey report to be launched in June.

The intern will receive training and hands-on experience in the following areas: researching global diversity and inclusion trends; conference development; coordinating webinars; managing contact database and registration software; managing social media platforms; and logistical duties related to all of the Global Talent Initiatives team's areas of work; how to set up and arrange occasional events after-hours as needed (1-2 times per month).

The ideal candidate will have an interest in global diversity and inclusion of Asian and Asian Pacific American talent and have an interest in gaining experience in an international organization. The intern should be available to come to Asia Society between 20-30 hours/week for 5-6 months. This is an unpaid internship.

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GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)

**Education /prior experience most suited for this internship:**

A current student or recent graduate (college or graduate); interest in the mission and work of the Asia Society; interest in diversity and inclusion of Asian and Asian Pacific American talent; 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; native or full professional proficiency in English speaking and writing.

**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;
2. Most recent resume;

E-mail [globaltalent@asiasociety.org](mailto:globaltalent@asiasociety.org) with subject line:

**GLOBAL TALENT INITIATIVES 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-newslettersignup>.

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