

Asia Society Internship Outlines

Location: New York

Department: Executive Office

Period of Internship: Summer 2015 (June-September, 2015) *dates negotiable

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Executive Office team in providing support for the executive leadership of the institution. The ideal candidate for this internship will have a keen interest in non-profit management and in Asia in any of the following areas: policy, arts, and business. The candidate should 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. This is an unpaid internship

The intern will receive training and hands-on experience by providing assistance in the following areas:

- Conducting research and preparing biographical dossiers on persons of interest for executive-level meetings.
- Conducting research and preparing country or thematic briefings for executive level-meetings.
- Maintaining a database of institutional programs and projects conducted in the past and currently in execution, as well as tailoring and disseminating the database for specific departmental information requests.
- Managing the administrative needs of the Asia Society Game Changers Award, an institution-wide program encompassing all the Asia Society global offices.
- Staffing and general administrative support to programs – some of which are after-hours as needed (1-2 times a month for the summer).

Education /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 policy concepts, international relations, 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 required, ability to conduct professional communications via email and over the phone

How to Apply:



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SAN FRANCISCO
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SHANGHAI
WASHINGTON D.C.

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

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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;
3. Writing sample (3-5 double-spaced pages; abstracts are accepted) in Word or PDF format;
4. E-mail asanborn@asiasociety.org with subject line: **EXECUTIVE OFFICE 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>

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