

Asia Society Intern Opportunity

Location: New York
Department: External Affairs
Period of Internship: Summer/Fall 2017

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to gain valuable experience with the organization's External Affairs Team.

In particular, the intern will learn the makeup and functions of the External Affairs Department by gaining knowledge and instruction from the Development Assistant with events, membership, solicitation and acknowledgement letters. The internship is unpaid, and will be approximately 16 hours a week (days negotiable). Start date flexible May/June 2017.

Education /prior experience most suited for this internship:

College student or recent graduate with demonstrated interest in Asia; strong writing, computer and social media skills; 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 complete tasks independently; ability to conduct professional communications via email and over the phone.

How to Apply:

Please email your cover letter and resume to Ms. Alex Caulfield at acaulfield@asiasociety.org with the subject line: EXTERNAL AFFAIRS INTERNSHIP APPLICATION. No phone calls, please. We will only contact candidates we are considering for an interview.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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