**Asia Society Intern Opportunity**

**Location: New York**

**Department: Executive Office**

**Period of Internship: Ongoing 2017**

**Announcement:**

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to gain valuable experience with the organization’s Executive Team, by providing support for the Executive Vice President. **This is an unpaid internship.**

In particular, the intern will be involved in various writing tasks and responsibilities, including:

* The drafting and editing of the Executive Vice President’s bi-monthly Newsletter.
* The drafting of flyers for public programs.
* Conducting research and preparing country or thematic briefings for executive level-meetings.

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

Current student or recent graduate; strong writing skills; 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 complete tasks independently; native or proficient English speaking and writing required, ability to conduct professional communications via email and over the phone.

Ideal internship for a Journalism Major.

**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**;**
3. Writing sample (3-5 double-spaced pages; abstracts are accepted) in Word or PDF format;
4. E-mail JMeyer@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.

