

Asia Society Internship Opportunity

Location: Asia Society Southern California, Los Angeles on the USC Campus

Position: Program Development Intern

Purpose: Asia Society's Southern California center is seeking an intern with a demonstrated interest in the social, political, and economic challenges facing the United States and the countries of Asia. This is an exciting opportunity for the selected intern to be involved in all aspects of researching, developing, and implementing Asia Society programs in the areas of policy and business. Applicants with additional skills in marketing and/or journalism to prepare multi-media content for our website, blog, and social media platforms are a plus.

Responsibilities: Track and research policy and business related topics in Asia and the United States (examples of current issue areas include U.S. foreign policy, sustainability, Asian American issues, and in-bound foreign direct investment); contribute to the conceptualization and management of events, with evening availability as needed; write and edit event reports and develop original content for Asia Society's website, blog, and other online platforms; assist with program outreach and marketing activities, including through social media outlets (Facebook, Twitter); and assist with administrative and logistical duties as needed.

Requirements: Previous internship or work experience preferred; broad interest in Asia and U.S. policy and business issues; strong research, writing, and editing skills; excellent attention to detail; reliable self-starter and problem-solver who is able to work independently to meet tight deadlines; flexibility and ability to multi-task in fast-paced, entrepreneurial environment; and proficiency using video editing software (e.g. Final Cut Pro) and Adobe Creative Suite a plus.

Schedule: Internships are **unpaid** positions. Candidates are required to commit to a minimum of 12 weeks and at least 16 hours a week; availability twice a month for events may be requested. For applicants not able to meet these conditions, we may have event-specific volunteer opportunities.

How to apply: E-mail, in a single PDF or Word file, with the subject line "ASSC Program Development Internship": **1)** a cover letter, indicating your interest in the position and the days and hours you are available to work; **2)** a resume to kestrada@asiasociety.org. **Incomplete applications will not be considered.** Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please. Position is open until filled. *Asia Society is an equal-opportunity employer.*

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