

## **GLI - Communications**

The Asia Society's Global Leadership Initiatives (GLI) department is seeking an exceptional intern with a demonstrated interest in the social, political, and economic challenges facing the United States and countries in Asia. GLI's mission is to identify, inspire and develop leaders across the Asia-Pacific region, by convening leaders, building networks, promoting new ideas, and sharing best practices across disciplines to catalyze informed discussion and address shared challenges.

For more than fifty years, Asia Society has been at the forefront of connecting Asians and Americans to foster strong partnerships in culture, business and global affairs. To that end, Asia Society believes that fostering leaders committed to working together to address shared challenges and realize common opportunities is the best investment we can make in the Asia-Pacific region's future. Over the past seven years, Asia Society has launched four major new leadership initiatives, all of which are run from start to finish by GLI: the *Asia 21 Young Leaders Initiative*, the *Diversity Leadership Forum*, the *Women Leaders of New Asia Initiative*, and a renewed *Williamsburg* policy leaders initiative. These exciting projects leverage Asia Society's unique role to foster leadership and catalyze collaboration. For more information please visit <http://asiasociety.org/about/leadership>.

We are currently seeking a web/social-media savvy intern with strong research/writing, and organizational skills, and interest in leadership and gender issues in Asia.

### **Job Description:**

- Provide ongoing support and assistance by executing and implementing some key assigned tasks in the Communications and Social Media Strategic Plan of the GLI Department;
- Assist in managing the social networking platforms/various focus channels of the department (Facebook, Twitter, LinkedIn, Hootsuite);
- Research various issues on leadership, foreign policy, gender issues, and staying up-to-date on current developments in Asia, in order to assist in creating content for the GLI Department's focus channels;
- Assist in collating, organizing, and summarizing content for the department newsletters;
- Assist with administrative tasks such as coordinating support; and writing, editing, and proofreading reports and content for the department's websites.

### **Qualifications:**

- Students or Graduates of Marketing/Communications/Journalism
- Excellent English communication skills – written and verbal;
- Excellent research and writing skills;
- Strong interest in Asia and Asian Affairs;
- Proficient in different social media networking platforms (Facebook, Twitter, LinkedIn, Hootsuite)
- Experience in blogging content management systems like WordPress, and Drupal is highly preferred but not required

- Basic HTML knowledge is a plus;
- Basic photo-editing skills such as Photoshop, Corel, or PaintShop Pro is a plus;
- Some experience in MailChimp is a plus

**To apply, kindly email the following:**

- 1) Cover letter, indicating your interest in the position and the days and hours you are available to work;
- 2) Most recent Resume
- 3) Writing sample (3-5 double-spaced pages; abstracts are accepted) in Word or PDF format
- 4) E-mail with the SUBJECT LINE: **GLI COMMUNICATIONS INTERNSHIP**

**Address your cover letters to:**

Kathryn Cárdenas  
Global Leadership Initiatives  
Asia Society