

## Asia Society Intern Opportunity

**Location:** New York

**Department:** Global Initiatives – Business Programs

**Period of Internship:** Spring 2016

### Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team facilitating their business programming. The ideal candidate for this internship will have a keen interest in Asia in the areas of business, economics and international affairs; 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 3-4 months.

The intern will receive training and hands-on experience in the following areas: Researching business and policy trends involving the Asia-Pacific; assisting in program development for public programs on business, with emphasis on research and gathering information in support of concept papers written by program officers and other staff members; assembling news briefings on business trends and current events from major outlets from key countries in Asia; managing contact database and registration software; assisting with administrative and logistical duties related to all of the Global Initiatives team's areas of work; assisting with events after-hours as needed (2-3 times per month).

### Education and 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 business concepts, international trade, 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.

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John D. Rockefeller 3rd

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GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
AsiaSociety.org

**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 Mr. Anan Khatib at [AKhatib@asiasociety.org](mailto:AKhatib@asiasociety.org) with subject line: **GLOBAL INITIATIVES, BUSINESS PROGRAMS 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.

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