

Asia Society Intern Opportunity

Location: New York

Department: Corporate Engagement/External Affairs

Period of Internship: Fall/Winter 2017

Announcement:

For nearly 60 years, Asia Society has been the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

The Corporate Engagement team is seeking a college or graduate student intern to become acquainted with the activities pertaining to Global Talent Initiatives and Corporate Membership. Global Talent Initiatives activities include the planning of the 2018 Diversity Leadership Forum, a high end training and development conference for Asian Pacific American corporate leaders. The intern will also get involved with the 2018 Asian Pacific Americans Corporate Survey Report, a research report that highlights the opportunities and challenges of promoting Asian Pacific Americans into senior leadership positions.

Corporate Membership activities will include learning how to draft membership renewals and acknowledgments, event planning and logistics, and prospect research. Additionally they will learn how to produce a weekly *Corporate Connections* e-newsletter to send to all corporate member executives and employees.

The intern will receive training and hands-on experience in the following areas: researching global diversity and inclusion trends; conference development; coordinating webinars; managing contact database and registration software; managing social media platforms; and the logistics related to all of the Corporate Engagement team's areas of work. Also occasional after-hours (1-2 times per month) for experiencing how to implement Asia Society events/ programs from start to conclusion

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Society



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

The ideal candidate will have an interest in building corporate partnerships and global diversity and inclusion, as well as an interest in gaining experience in an international organization. The intern should be available to come to Asia Society between 20-30 hours/week for 5-6 months. This is an unpaid internship.

Education /prior experience most suited for this internship:

A current student or recent graduate (college or graduate); interest in the mission and work of the Asia Society; 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; native or full professional proficiency in English speaking and writing. Knowledge of website and graphic design a plus.

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;

E-mail globaltalent@asiasociety.org with subject line:

CORPORATE ENGAGEMENT 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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