

# Asia Society Intern Opportunity

**Location:** New York  
**Department:** External Affairs — Development  
**Period of Internship:** Fall 2017

## Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to gain valuable experience with the organization's External Affairs Team.

In particular, the intern will learn the makeup and functions of the External Affairs Department by gaining knowledge and instruction from the Development Assistant with events, membership, stewardship, solicitation, and acknowledgement letters. The intern will learn how to create an event from start to finish. The internship is unpaid, and will be approximately 16 hours a week (days negotiable).

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

College student or recent graduate with demonstrated interest in Asia; strong writing, computer, and social media skills; 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; ability to conduct professional communications via email and over the phone.

## How to Apply:

Please email your cover letter and resume to Ms. Alex Caulfield at [acaulfield@asiasociety.org](mailto:acaulfield@asiasociety.org) with the subject line: **EXTERNAL AFFAIRS INTERNSHIP APPLICATION**. No phone calls, please. We will only contact candidates we are considering for an interview.

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

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