Asia Society Intern Opportunity

Location: New York

Department: Global Initiatives – Policy Programs **Period of Internship:** Summer 2015 (Start ASAP)

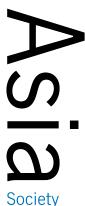
Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team facilitating their policy-related public programming. The ideal candidate for this internship will have a keen interest in Asia in the areas of policy, history, 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 4-6 months.

The intern will receive training and hands-on experience in the following areas: Researching key policy trends involving the Asia-Pacific; reading, synthesizing, and summarizing articles and reports from think tanks and research institutions; assisting in program development for the Assistant Director for public programs on policy, coordinating and conducting communication with local diplomatic missions; conducting research on leaders and countries in support of major fall programming; supporting the Asia Rising global dialogue series through event management software; assisting with administrative and logistical duties related to all of the Global Initiatives team's areas of work; and assisting with Asia Society events afterhours as needed (2-3 times per month) This is an **unpaid** internship.

Education / 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 policy concepts, international relations, 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 required, ability to conduct professional communications via email and over the phone





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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

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 John Hwang at JHwang@AsiaSociety.org with subject line: **GLOBAL INITIATIVES, POLICY 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.

Please subscribe to our online newsletters and receive information about Asia Society's programs and activities: http://asiasociety.org/email-newsletter-signup





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