

## 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 after-hours 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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## 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](mailto: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.

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