

Asia Society Intern Opportunity

Location: New York

Department: Global Initiatives

Period of Internship: Fall 2015

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team in facilitating their globally oriented and cross-departmental programming. The ideal candidate for this internship will have a keen interest in Asia; be a student or recent graduate; and have an interest in gaining experience working in an international organization and helping to plan and execute superb high profile conferences and public programs. The intern should be available to come to Asia Society between 20-30 hours/week for 3-4 months starting in late August/early September.

This is an unpaid internship.

The intern will receive training and hands-on experience in the following areas: Tracking and researching current developments in Asia; providing conference/event coordinating support, including handling online registration and pulling various registration reports; assisting in foundation research to help identify funding prospects; 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).

The main initiatives and projects that the intern will focus on include but are not limited to:

- [Asia 21 Young Leaders Initiative](#)
- [2015 Asia Game Changers](#)
- UNGA Events
- High-level international conferences composing the *Asia Rising* dialogue

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 international affairs, especially in an Asian context; strong computer skills, including experience with Microsoft Office suite, cloud computing, web content management, and social media; strong writing skills

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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; and native or proficient English speaking and writing.

How to Apply:

To apply, kindly email **Anan Khatib**, at **AKhatib@AsiaSociety.org**, with subject line: **GLOBAL INITIATIVES INTERNSHIP APPLICATION**, and include 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

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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