

Asia Society Intern Opportunity

Location: New York

Department: Executive Office

Period of Internship: Fall 2015 (End August - November 2015) *dates negotiable

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to gain knowledge of the Executive Office team procedures in providing support for the executive leadership of the institution. The ideal candidate for this internship will have a keen interest in non-profit management and in Asia in any of the following areas: policy, arts, and business. The candidate should be a student or recent graduate, and have an interest in gaining experience and insight from participating in the administration process of an international organization. The intern should be available to come to Asia Society between 20-30 hours/week for 3-6 months.

The intern will receive training and hands-on experience by providing assistance in the following areas:

- Conducting research and preparing biographical dossiers on persons of interest for executive-level meetings.
- Conducting research and preparing country or thematic briefings for executive level-meetings.
- Maintaining a database of institutional programs and projects conducted in the past and currently in execution, as well as tailoring and disseminating the database for specific departmental information requests.
- Assisting in the drafting and editing of the Vice President's bi-monthly Newsletter.
- Staffing and general administrative support to programs – some of which are after-hours as needed.

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

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New York, NY 10021-5088
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Fax 212.517.8315
www.AsiaSociety.org

public; good organization skills and ability to complete tasks independently; native or proficient English speaking and writing required, ability to conduct professional communications via email and over the phone

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 ssaid@asiasociety.org with subject line: **EXECUTIVE OFFICE 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.

This is an unpaid internship.

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