

Asia Society- Sustainability Program Assistant

Location: San Francisco

Department: Sustainability

Period of Position: Mid-April to Mid-August, 2018

Announcement:

The Asia Society's Northern California Center (ASNC) is seeking a Sustainability Program Assistant with a demonstrated interest in environmental management, clean technology and urban sustainability issues for this Summer 2018. This is an exciting opportunity for the selected candidate to gain hands-on experience in program conceptualization, development, and execution while learning about the newest development with clean technology in both the U.S. and Asia. In particular, the assistant will work on our ongoing initiative in U.S.-China Collaboration on Clean Air and Climate, alongside helping the Coal + Ice Project which seeks to raise climate change awareness and solutions.

This is a **paid** position spanning 18-20 weeks. Candidates are required to commit to 16 hours a week, two days a week. For applicants not able to meet these conditions, the hours are negotiable.

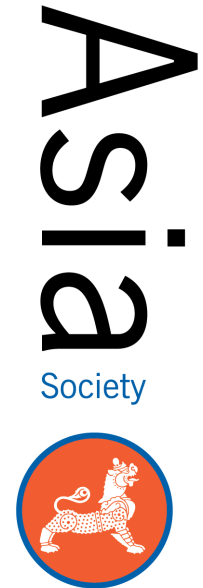
Education /prior experience most suited for this position:

College seniors, recent graduates, and graduate students in energy and environmental policy, public policy, sustainable business, or related fields preferred; careful attention to detail; excellent research and writing skills; reliable self-starter and problem-solver who is able to work independently to meet tight deadlines; demonstrated familiarity with and/or interest in cleantech and urban sustainability in Asia and the United States.

How To Apply:

E-mail, in a single PDF or Word file, with the subject line "ASNC Sustainability Program Assistant- Summer 2018" to abraver@asiasociety.org:

- 1) a cover letter, indicating your interest and qualifications for the position and the days and hours you are available to work;
- 2) a resume, and;
- 3) a short writing and/or research sample (3-5 pg. max).



Founded in 1956 by
John D. Rockefeller 3rd

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
SYDNEY
WASHINGTON, D.C.
ZURICH

GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
AsiaSociety.org

Incomplete applications will not be considered. Due to the large volume of applications we receive, we are only able to contact those candidates selected for interviews. No phone calls, please.