

# Asia Society Career Opportunity

**Location: New York**

**Position: ChinaFile Research Fellow**

ChinaFile seeks a Research Fellow to work on specific data-related and translation projects. [ChinaFile](#) is an online magazine published by the Center on U.S.-China Relations at Asia Society, dedicated to promoting an informed, nuanced, and vibrant public conversation about China, in the U.S. and around the world.

The fellowship entails performing services for 20 hours per week at \$20 per hour for a duration of 6-12 months (as negotiated), starting as soon as possible. This is not a remote position; the Fellow should be able to commit to performing services at the Asia Society office in New York City. The Research Fellow reports to ChinaFile's Senior Editor.

## Responsibilities:

- Research assistance for The China NGO Project: regularly collecting and translating information related to the Foreign NGO Law in China; regularly updating online graphics; researching and drafting analyses as needed; updating site content
- Research assistance for a new ChinaFile initiative: conducting exploratory research and analysis; manual and automated data collection and management; working with and analyzing large datasets
- Assist with regular ChinaFile publication work as needed, including copy-editing, video editing, and/or other tasks as assigned

## Qualifications:

Required:

- Native-level proficiency in English writing
- Excellent Mandarin reading skills and ability to translate from Chinese to English
- Experience doing online research in Chinese
- Experience and facility working with Excel
- Interest in working with datasets and doing related written analysis
- Strong attention to detail
- Minimum of an undergraduate degree or combination of relevant college-level coursework and professional experience

Strongly preferred:

- Experience with Python, R, and/or Javascript
- Experience with statistics and data analysis

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Phone/Fax 212.288.6400  
[AsiaSociety.org](http://AsiaSociety.org)

- Prior knowledge of civil society issues in China, governance/leadership issues in China, and/or other social issues in China

**How to Apply:**

Please email your cover letter and resume to [story@chinafile.com](mailto:story@chinafile.com).

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