



## **The Endowment for Educational Opportunity Summer 2014 Internships**

### **About Asia Society**

Asia Society is the leading global organization working to strengthen relationships and promote understanding among the people, leaders, and institutions of Asia and the United States. We seek to enhance dialogue, encourage creative expression, and generate new ideas across the fields of policy, business, education, arts, and culture. Asia Society presents a wide range of public programs, including major art exhibitions, performances, films, lectures and international conferences, as well as initiatives to improve elementary and secondary education about Asia.

Founded in 1956, Asia Society is a nonpartisan, nonprofit educational institution with offices in Hong Kong, Houston, Los Angeles, Manila, Mumbai, New York, San Francisco, Seoul, Shanghai, Sydney and Washington, DC.

### **Purpose of the Endowment**

Asia Society's Endowment for Educational Opportunity provides paid internships for promising undergraduates who might not otherwise be able to devote a summer to work at a non-profit organization. The goal of the Endowment is to give selected students greater knowledge of world affairs as well as practical experience in non-profit and Asia-related careers. The summer internship running over the course of 8 weeks will provide hands-on experience and insight on choices for fields of study and future vocation.

### **Internship Opportunities**

#### **Information Technology (Code: EEO- IT)**

The Information Technology department seeks an intern passionate about technology to assist with Asia Society's current work flow - from building computers, identifying duplications to assigning Help Desk tickets. Additionally, the intern would assist IT staff to:

- Create database for IT asset management with the ability to create custom reports
- Create laptop lending system to track assets as they get checked in and out.
- Research new IT solutions with the aim of creating efficiencies and savings.
- Design basic implementation of the above solution and create timeline for rollout.

Ideal start date is June 1, 2014.

#### **External Affairs (Code: EEO - EXT AFF)**

The External Affairs department seeks an intern to compile research (from Asia Society and external sources) to match potential donors with Asia Society projects. Different parts of this research will focus on corporate, foundation or individual prospects. The Intern will gain hands-on experience in nonprofit fundraising goals and methods in at least one but possibly all three of the donor areas (corporate,

foundation and individual). The intern will be mentored by individuals with extensive experience in non-profit development.

At the end of the intern's tenure, he/she will have gained knowledge and skills in fund development as these pertain to today's philanthropy. These skills are valuable in any nonprofit position. In addition, he/she will gain sufficient knowledge in research and data gathering on Raiser's Edge, an essential tool for anyone in non-profit work. The outcome of the project is to identify untapped sponsorship opportunities for Asia Society.

Some tasks may include, but not limited to:

- Compile and edit comprehensive prospect/donor lists.
- Compile research on the philanthropic interests of existing and potential prospects and donors, update prior research, and present this research in a usable fashion to fundraising professionals.
- Assist in updating and entering donor information into Raiser's Edge database.
- Participate in creation of new membership brochures.
- Provide support as needed for cultivation events such as exhibition openings and receptions.
- Overall logistical and administrative assistance for a dynamic team, with the opportunity to grow and learn in the field of non-profit development.

*Special Skills:*

- Exceptional communication skills, verbal and written.
- Diligent attention to detail; ability to multitask effectively in a fast-paced environment.
- Outstanding computer skills (MS Word, MS Excel, MS Outlook, MS PowerPoint)
- Strong research skills; ability to analyze and disseminate information in a useful way. - *Required*
- Interest in Asia and US-Asia relations across sectors (arts, policy, education, business).
- Desire to learn more about non-profit development and fundraising. - *Required*
- Familiarity with donor databases (i.e., Raiser's Edge) a plus, but not required.
- Positive attitude and willingness to help out where needed.

Ideal start date in June.

### **Education – Chinese Language Initiatives (Code: EEO – EDU)**

Asia Society's Education team is currently accepting applications for a Summer intern. The intern will assist the Chinese Language Initiatives team in carrying out a survey on Chinese language teachers in American public K–12 schools. The intern must have strong bilingual skills in both English and Mandarin Chinese.

The intern will assist the supervisor in compiling survey data, including: contacting schools, school districts, or relevant organizations via phone or email; assisting the supervisor in analyzing the survey data collected; and assisting the supervisor in writing a report on the survey.

Outcome: A report on Chinese language teachers in public schools in the U.S. based on survey results.

Ideal start date for this internship is June 15, 2014.

*Special Skills:*

- Interest in general education and Chinese language education in the U.S. is a must
- High proficiency in both English and Mandarin Chinese is a must.
- Familiarity with the American education system/policies required; Knowledge of and experience with Microsoft Word and Excel required.
- Maturity and attention to detail necessary.

- Experience with database management preferred.
- Research and quantitative skills preferred.
- Strong sense of responsibility and ability to work independently are essential.

### **Communications – Graphic Design (Code: EEO – GRAPHIC)**

Asia Society's Communications Department seeks an intern to assist Graphic Designer with updating signage for the building and museum; invitations, brochures, web banners, business cards, stationary; general support.

#### *Special Skills:*

- To qualify, you must be pursuing a degree in Graphic or Advertising Design.
- Good knowledge of Adobe Creative Suite programs (InDesign, Illustrator and Photoshop) on a Mac platform. Basic experience with Microsoft Office programs (Word, Excel, PowerPoint).
- You must be a team player, and a creative, enthusiastic, individual with strong organizational skills. Excellent attention to detail and ability to project manage is key.

**NOTE:** Interested applicants should email their cover letter, resume, 5 design samples (PDF or JPEG format) or a URL link to Clara Lambert at: [clambert@asiasociety.org](mailto:clambert@asiasociety.org)

### **Asia Society Online (Code: EEO - ONLINE)**

Asia Society Online is looking for a talented Online Editorial Intern to copy-edit and publish website content, create photo slideshows, report on in-house events, draft blog posts, and perform administrative tasks for the AsiaSociety.org website. The ideal candidate will be a Web-savvy journalism or writing student with a strong interest in Asian cultures and current events.

By the end of eight weeks the intern will have honed her or his writing and editing skills and gained significant experience in both maintaining, and publishing original content to, a large multidisciplinary website on a daily basis. In the process s/he will also have been exposed to programming in a wide range of areas ranging from a museum to performing arts to policy and business.

Our ideal start date is June 1.

#### *Special Skills:*

We're looking for detail-oriented candidates who are experienced users of blogging content management systems like WordPress and Drupal and social media platforms like Twitter and Facebook. Knowledge of HTML and basic photo-editing skills using Photoshop are also necessary. Candidates with experience writing and copy-editing are preferred. Video editing skills (Final Cut or iMovie) are a plus.

Proficiency in an Asian language, while not required, is welcome.



**The Endowment for Educational Opportunity  
Summer 2014 Application Form**

**Materials required: Please submit as one PDF or Word document:**

- ✓ Completed Application Form
- ✓ Typed Essay
- ✓ Resume

*Please type or print neatly*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Address *(if different)*: \_\_\_\_\_

Permanent Phone *(if different)*: \_\_\_\_\_

Languages at your command: \_\_\_\_\_

Majors *(if undecided, list possible majors)*: \_\_\_\_\_

Selected candidates must provide proof of their eligibility to work in the United States. Please select the appropriate box:  I am a U.S. Citizen  I have proof of eligibility to work in the United States

Which internship are you applying for? *(you may check more than one)*

- Information Technology  External Affairs  Communications – Graphic Design  
 Education – Chinese Language Initiatives  Online

**References**

Please list three references below. These references must be from a member of the faculty or community leader that knows you well, please do not include family members.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone *(with area code)*: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to you:

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Name:

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Address:

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City/State/Zip Code:

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Occupation:

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Telephone (*with area code*):

E-mail:

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Relationship to you:

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Name:

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Address:

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City/State/Zip Code:

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Occupation:

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Telephone (*with area code*):

E-mail:

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Relationship to you:

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**Essay**

*Your essay should be typed and no more than 500 words in length (single spaced, please). Please compose your essay on a separate sheet and attach it to your application.*

What interests you most about the work of Asia Society? What do you seek to gain from this internship that will enhance your studies?

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## Application Submission Procedure

**1. Please consolidate the following documents in one PDF or Word document, in this order:**

- This completed Application Form
- Essay
- Resume

**2. The file should be named as follows: (Your Name) - (Code)**

\*Code refers to the internship position you are applying for. If applying for more than one, the file name should be as follows: (Your Name) – (Code1) and (Code 2)

**3. Send the completed application by e-mail to the appropriate department to which you are applying:**

For Information Technology: [arezvi@asiasociety.org](mailto:arezvi@asiasociety.org) (Abbas Rezvi)

For External Affairs: [afischer@asiasociety.org](mailto:afischer@asiasociety.org) (Alison Fischer)

For Education – Chinese Language Initiatives: [yqin@asiasociety.org](mailto:yqin@asiasociety.org) (Yin Qin)

For Communications – Graphic Design: [clambert@asiasociety.org](mailto:clambert@asiasociety.org) (Clara Lambert)

For Online: [dwashburn@asiasociety.org](mailto:dwashburn@asiasociety.org) (Dan Washburn)

Subject line should read the same as the file name of the application, i.e. (Applicant Name) - (Code)

If applying to more than one position, e-mail the application to all the departments you are applying for.

4. **No follow-up phone calls or emails, please.** You will be contacted by the supervisor of the internship you are applying for if your application will move forward to the interview process.

**ALL APPLICATIONS DUE NO LATER THAN FRIDAY JUNE 20, 2014**