

# Asia Society Intern Opportunity

**Location:** Washington, DC

**Department:** Asia Society Policy Institute

## **Announcement:**

The Asia Society's Washington, D.C. office is seeking an exceptional intern with a demonstrated interest in the social, political, and economic challenges in Asia. The selected intern will support the Asia Society Policy Institute's research and outreach work in Washington. We are currently seeking an intern with strong research/writing skills and interest in at least one of the following areas:

1. US-Asia Foreign Policy
2. Current/Future Energy Strategies in the Asia-Pacific
3. Asian Political Economy – China's Economic Impact on Asia and the US, US trade initiatives (ex. TPP, FTAAP) in the Asia-Pacific region, and Asian-Pacific Trade relations
4. India's Economic and Political Future

Interns will track and research current developments in Asia related to the issue areas above; support ASPI's policy events ; update the Asia Society contact database; develop social media outreach strategies; and attend and report on conferences at various Think Tanks, U.S. government agencies, and Embassies in Washington, DC.

## **Education and prior experience most suited for this internship:**

Familiarity with Asia policy issues through previous academic study and/or internship experience; must have the ability to work independently; strong research, writing, and editing skills; excellent attention to detail; ability to meet tight deadlines; proficiency with Microsoft Office, Social Media (Twitter, Facebook), and design software (Adobe CS) a plus; flexibility with handling diverse tasks; Capitol Hill experience not required, but highly desirable

Internships are **unpaid** positions. Please note that we do not provide visa support. Candidates are required to commit to a minimum of 10 weeks, and at least 30 hours per week. Full-time commitments are generally preferred. Evening availability once or twice a month for events may be requested.



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Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

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## How to apply:

E-mail: **1)** a cover letter, indicating your interest in the position and the days and hours you are available to work; **2)** a resume; and **3)** a writing sample (3–5 double-spaced pages; abstracts are accepted) in Word or PDF format with the subject line "*Asia Society Policy Institute Internship DC – Spring/Summer/Fall 2015.*" to [AsiaDC@asiasociety.org](mailto:AsiaDC@asiasociety.org)

## Application Deadlines:

	Duration	Applications Must Be Received By our Office No Later than 11:59PM EST
<b>SPRING SEMESTER</b>	January – May	November 14
<b>SUMMER</b>	June-August	March 20
<b>FALL SEMESTER</b>	September-December	July 17

**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 an interview. No phone calls, please.

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