

# Asia Society Intern Opportunity

**Location:** New York

**Department:** Global Initiatives

**Period of Internship:** Fall 2017

## **Announcement:**

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team facilitating their globally oriented and cross-departmental programming. The ideal candidate for this internship will have a keen interest in Asia; be a student or recent graduate; and have an interest in gaining experience working in an international organization and helping to plan and execute superb high profile conferences and public programs. The intern should be available to come to Asia Society between 20-30 hours/week for 3-4 months starting in January.

The intern will receive training and hands-on experience in the following areas: Tracking and researching current developments in Asia; providing conference/event support, including handling online registration and pulling various registration reports; writing and editing; compiling daily news; creating social media posts; assisting with logistical duties related to all of the Global Initiatives team's areas of work; and assisting with Asia Society events after-hours as needed.

The main initiatives and projects interns will focus on include but are not limited to:

- [Asia 21 Young Leaders Initiative](#)
- Public programs relating to business and policy

## **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 international affairs, especially in an Asian context; 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 public; good organization skills and ability to work independently; and native or proficient English speaking and writing.

## **How to Apply:**

To apply, kindly email **Morgan Leuprecht**, at **MLeuprecht@AsiaSociety.org**, with subject line: **GLOBAL INITIATIVES INTERNSHIP APPLICATION**, and include 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.

No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.

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Society



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