



Navigating Shared Futures

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Asia Society Policy Institute Internship Opportunity

Location: New York

Department: Asia Society Policy Institute

Position: ASPI Spring Internship

The Spring Internship will run from January to March 2023.

Reports to: Operations and Digital Coordinator

Job Type: Part-Time

FSLA Status: Non-Exempt

Compensation: \$15/hr

SUMMARY:

The Asia Society Policy Institute (ASPI) is seeking exceptional interns with a demonstrated interest in the social, political, and economic challenges in Asia. Each successful intern candidate would be assigned to one of the following research areas with an advisor during the course of the internship:

1. **Security:** The rise of emerging powers in Asia, the strategic implications of their growing economic, political, and military power, and the potential impact on their relations with the United States and regional neighbors. The Belt and Road Initiative and issues surrounding development and security. International disputes and challenges that have the potential to result in crises or conflict.

2. **China:** All aspects of China affairs covered by the newly established [Center for China Analysis](#) under ASPI, including China's politics, economy, technology, foreign policy, national security, climate, society, and public health.

3. **Sustainability:** A focus on climate mitigation policy in Asia, specifically emissions trading systems and net zero emission goals, linked to our current activities in these areas. Focus countries include China, Korea, Japan, South East Asia (ASEAN), and India.

RESPONSIBILITIES:

Tasks will vary for individual intern positions, but all interns will be asked to contribute in a number of ways, including but not limited to:

- Track and research current developments in Asia;
- Write, edit, and proofread in-depth research assignments, policy memos, and event/meeting summaries;
- Draft policy-focused web and social media content;
- Data entry, including updating and maintaining contact databases;
- Administrative work in support of ongoing projects including, but not limited to: event/conference coordination, event management, and drafting invitations and event blurbs;
- Other duties, as assigned.

REQUIREMENTS:

- Candidates should be able to commit to a minimum of 18 hours per week for a period of at least 12 weeks;
- Must be at least a junior in college, a graduate student, or a recent graduate;
- Full professional proficiency in English;
- Proficiency in an Asian language, a plus;
- Previous internship experience preferred;
- Strong familiarity with global issues and/or Asia;
- Strong research, writing, and editing skills with excellent attention to detail.
- Be based in the U.S., as well as have U.S. work authorization.

COMPENSATION:

Internships are **paid at \$15/hour**. Asia Society Policy Institute spring interns will have the option to work in our office in a hybrid capacity (up to three days in the office) or on a fully remote basis.

ABOUT ASIA SOCIETY:

Founded in 1956, Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has thirteen other Centers around the world, a global staff of over 200, and an annual global operating budget in excess of \$44m.

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) is a think- and do- tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region.

HOW TO APPLY:

To be considered for this role, all interested applicants must submit a completed application to: Policyinstitute@asiasociety.org.

A completed application must include:

- Resume or CV;
- Cover Letter, indicating your preferred area of interest (Security, China, or Sustainability);
- Days and hours you are available;
- 3-5 double-spaced page writing sample or abstract;
- Include the job title **and** your area of interest in the subject line.

Asia Society is an Equal Opportunity Employer who values diversity in the workplace. Women and people of color are strongly encouraged to apply.