



*Navigating Shared Futures*

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## Asia Society Policy Institute Internship Opportunity

**Location:** Washington, D.C.

**Department:** Asia Society Policy Institute

**Position:** ASPI Spring Internship

*The Spring Internship will run from January to March 2023.*

**Reports to:** Senior Program Officer

**Job Type:** Part-Time

**FSLA Status:** Non-Exempt

**Compensation:** \$15/hr

### SUMMARY:

The Washington, D.C. office of the Asia Society Policy Institute (ASPI) is seeking exceptional interns with a demonstrated interest in the social, political, and economic challenges in Asia. The selected intern will directly support the Asia Society Policy Institute's senior leadership with their research agendas and programming in Washington, D.C. Ideal candidates will have strong research/writing skills have a demonstrated interest in one of the following issue areas:

- **International trade** with and within Asia, including negotiations for regional and bilateral free trade agreements in the region, the World Trade Organization (WTO), emerging trade and investment frameworks, and regional economic integration.
- **Digital diplomacy and emerging technology issues**, including global technology supply chains, technological innovation, digital trade, 5G deployment, and U.S.-China technology rivalry and cybersecurity concerns.



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- **Political, security, diplomatic, and economic affairs** related to Iran, India, West Asia/Middle East, and Southeast Asia.

## 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;
- 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 are expected 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;
- 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 Excel and social media platforms;
- Flexibility with handling diverse tasks;
- U.S. government experience not required, but highly desirable;
- Be based in the U.S., as well as have U.S. work authorization.

## COMPENSATION:



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Internships are **paid at \$15/hour** and in person. Spring 2023 interns will be expected to participate in-person at the ASPI offices in Washington, D.C., subject to CDC guidelines.

### **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: [AsiaDC@asiasociety.org](mailto:AsiaDC@asiasociety.org).

A completed application must include:

- Resume or CV;
- Cover Letter, indicating your preferred area of Interest (**International trade; Digital Technology and Emerging Technology issues; or Political, Security, Diplomatic, and Security Affairs**);
- 2 – 4 page double spaced Writing Sample or Abstract;
- Days and hours you are available;
- Include the job title **and** subject area in the subject line.



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