

Asia Society Intern Opportunity

Location: New York

Department: China Learning Initiatives, Education

Period of Internship: Spring / Summer 2018

Announcement:

Are you fascinated by some aspect of China? Do you feel that more Americans should have a better understanding of Chinese language and culture? Have you ever wondered how you could actually make that happen? Asia Society's China Learning Initiatives (CLI) is driven by this mission, and we are looking for a bright, motivated intern to help us in this important effort.

China Learning Initiatives strategizes and executes a multitude of projects that aim at making Mandarin language learning mainstream and generates engaging, relevant, and approachable content about China for the American public. We address various aspects of the overall issue of moving Chinese language programs forward, including general awareness, capacity building, making connections, and providing resources. Our work serves the general public, policymakers, educators, teachers, and students.

We are currently accepting applications for an intern position with a demonstrated interest in developing cultural and linguistic understanding between US and China.

This internship is **unpaid**.

Intern can expect to learn about the operations and culture of a prestigious non-profit organization as well as gain exposure to and experience in designing strategies for outreach, managing the logistics of an international program, and more.

Intern will be well guided to highly involve with the planning and execution process of a high-profile student fellowship program, which will be held in China in late July, as well as the 2018 National Chinese Language Conference (NCLC), which will be held in Salt Lake City, Utah from May 17-19.

Tasks may include, but are not limited to:

1. Provide general support for a high-profile student fellowship program, such as:
 - Designing outreach and recruitment strategy and materials
 - Assisting with the application collection and selection processes
 - Providing support for communication with American student fellows
 - Conducting research and designing orientation materials
 - Providing administrative support for the Fellowship
2. Assist with the planning and organization of the 2018 NCLC, such as:
 - Coordinating contents for the conference program book, mobile App and website

Asia
Society



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John D. Rockefeller 3rd

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- Assisting with content producing for the conference promotional materials
- Providing support for communication with conference presenters
- Assisting with travel logistics arrangement for high-caliber speakers

Ideal candidates will have:

- Familiarity with the American education system
- Passion about introducing Chinese culture and society to Americans
- Exceptional communication skills, verbal and written
- Experience with Social Media and website management (preferred)
- Outstanding computer skills (MS Offices, MS Outlook, Photoshop)
- Native or full professional proficiency in English (required)
- Proficiency in Mandarin Chinese (a plus but not required)
- Maturity and attention to detail; ability to multitask effectively in a fast-paced environment
- Strong sense of responsibility and ability to work independently

How To Apply:

E-mail: 1) a cover letter, indicating your interest in the position and the days and hours you are available, and 2) a resume in PDF format with the subject line “CLI Internship – Spring/Summer (specify which one or both) 2018” to chinese@asiasociety.org.