

Asia Society Internship Opportunity

Location: New York

Department: Global Initiatives – Policy Programming (2 Positions)

Period of Internship: Fall 2018

Application Deadline: August 15, 2018

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks two talented interns to assist the Global Initiatives team facilitating policy and current affairs-related public programs. The ideal candidates for this internship will have a keen interest in Asia in the areas of current events, international political and business affairs, history, and social issues; be students or recent graduates; and have an interest in gaining practical experience in an international organization. The interns should be available to come to Asia Society between 20-30 hours/week for 3-4 months. These internships are *unpaid*.

The interns will gain training and hands-on experience in program management. During their internship period, they will be:

- Monitoring key political events and identifying emerging policy-related issues in Asia relevant to the institution's priorities.
- Researching and preparing notes as needed in support of program development.
- Taking program management to execution.
- Learning events after-hours procedures as needed (approximately twice a month).

Education/prior experience most suited for this internship:

Current students or recent graduates with demonstrated strong interest in Asia; interest 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; native or proficient English speaking and writing required; ability to conduct professional communications via email and over the phone; and knowledge of an Asian language a plus but not required.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
SYDNEY
TOKYO
WASHINGTON, D.C.
ZURICH

725 Park Avenue
New York, NY 10021-5088
Phone/Fax 212.288.6400
AsiaSociety.org

How to Apply:

To apply, kindly email the following:

1. Cover letter, indicating your interest in the internship 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;
4. E-mail us at Globalinitiatives@AsiaSociety.org with subject line:

FALL2018 INTERNSHIP, GLOBAL INITIATIVES – POLICY PROGRAMMING.

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

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
SYDNEY
TOKYO
WASHINGTON, D.C.
ZURICH

725 Park Avenue
New York, NY 10021-5088
Phone/Fax 212.288.6400
AsiaSociety.org