

Asia Society Intern Opportunity

Location: New York

Department: China Learning Initiatives, Education

Period of Internship: Spring & Summer 2019

Our Mission

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.

Currently, we are looking for two bright and motivated interns to help us in this important effort. Interns 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 international programs, and more.

CLI Intern Position No.1

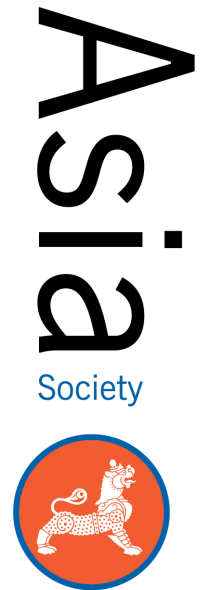
The intern will be well guided to highly involve with the planning process of a high-profile student fellowship program entitled *U.S.-China University Student Leaders Academy* (www.zhixingfellows.com).

The intern will receive training and hands-on experience in the following areas:

- Learn how to design outreach and recruitment strategy and materials
- Learn how to manage the application collection and selection processes
- Learn how to communicate with American student fellows
- Learn how to conduct research and designing orientation materials
- Learn how to promote the Fellowship to potential funders and the public

Ideal candidates will have:

- Familiarity with the American education system
- Passion about introducing Chinese culture and society to Americans
- Native or full professional proficiency in English with exceptional communication skills, verbal and written (*required*)
- Experience with Social Media and website management (*preferred*)
- 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



Founded in 1956 by
John D. Rockefeller 3rd

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CLI Intern Position No.2

The intern will be well guided to learn how to develop Chinese language teacher professional development programs, including [TEQ Instructional Videos for Chinese Language Teaching](#), hub events and forums for teachers and school administrators. The intern can gain exposure to and experience in teacher development, project management, event planning and outreaching.

The intern will receive training and hands-on experience in the following areas:

- Learn how to produce TEQ Video Project, including logging all video footages, reviewing video edits, communicating with editors
- Learn how to plan and organize events, including contributing activity ideas, outreaching, conducting research on vendors and venues, and updating handbooks and invitation letters
- Learn how to better translate working documents between Chinese and English

Ideal candidates will have:

- Familiarity with the American education system
- Passion about Chinese language teaching and teacher development
- Native or full professional proficiency in English (*required*)
- Native or full professional proficiency in Mandarin Chinese (*required*)
- Experience in event planning and translation (*preferred*)
- Knowledge of video and photo production (*preferred*)
- Outstanding computer skills (MS Offices, MS Outlook, Photoshop)
- Maturity and attention to detail; ability to multitask effectively in a fast-paced environment
- Strong sense of responsibility and taking initiatives

How to Apply:

E-mail: 1) a cover letter, indicating your interest in the position and the days and hours per week you are available, and 2) a resume in PDF format with the subject line “**CLI Internship 1 (or 2) – Spring 2019**” to chinese@asiasociety.org.