

Asia Society Intern Opportunity

Location: New York

Department: Global Initiatives – General (1 position)

Period of Internship: Fall 2019

Application Deadline: September 13, 2019

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team with events logistics and other ad hoc projects for the department. The ideal candidate 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 a student or recent graduate; and have an interest in gaining practical experience in an international organization. The intern should be available to come to Asia Society between 20-30 hours/week for 3-4 months. This internship is unpaid.

During their internship period, they will:

- Learn about the Asia 21 Young Leaders Initiative and maintain the Asia 21 directory, including updating biographical information of current and former members;
- Gain hands-on experience with the nitty-gritty processes involved in the preparation of mid-to-large sized conferences;
- Get to familiarize themselves with the fundamentals of nonprofit organization management;
- Prepare and edit letters and other material for the department's Global Council members;
- Research and prepare notes as needed in support of program development; and
- Staff events after-hours 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 and ability to work independently; 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

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

To apply, kindly email the following:

1. Cover letter, indicating your interest in the position 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: **FALL 2019 INTERNSHIP, GLOBAL INITIATIVES -- GENERAL**

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

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