

Asia Society Intern Opportunity

Location: New York

Department: Global Initiatives – Global Initiatives Programs

Period of Internship: Fall 2019

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team in facilitating their global initiatives programming. The ideal candidate for this internship will have a keen interest in Asia in the areas of business, economics, international affairs and culture; be a student or recent graduate; and have an interest in gaining experience working in an international organization. The intern should be available to come to Asia Society between 20-30 hours/week for 3-4 months, starting immediately.

The intern will receive training and hands-on experience in the following areas: Researching business, culture and international affairs trends involving the Asia-Pacific; assisting in program development for public programs, with emphasis on research and gathering information in support of concept papers, marketing materials, news briefings on business trends, cultural trends and current events from major outlets from key countries in Asia; assisting with logistical duties related to all of the Global Initiatives team's areas of work; assisting with events after-hours as needed (2-3 times per month).

Please note that this internship opportunity is on a voluntary-basis (unpaid).

Education and prior experience most suited for this internship:

Current student or recent graduate; demonstrated strong interest in Asia; knowledge of an Asian language a plus but not required; interest in and understanding of global business concepts, international trade, geopolitics, etc.; 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.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
AsiaSociety.org

How to apply:

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 Ms. Yoshie Ito at YIto@asiasociety.org with subject line:
GLOBAL INITIATIVES, BUSINESS PROGRAMS INTERNSHIP

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

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