

## Asia Society Internship Opportunity

**Location:** New York

**Department:** Global Initiatives - General

**Period of Internship:** Spring 2019

**Application Deadline:** January 21, 2019

### Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern for the Global Initiatives team for emphasis on policy and current affairs-related public programs. 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:

- Gain hands-on experience in managing and executing Asia policy-related programs;
- Learn about the Asia 21 Young Leaders Initiative and maintain the Asia 21 directory, including updating biographical information of current and former members;
- Have the opportunity to contribute to event write-ups;
- 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;
- 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.

### 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;

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

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](mailto:Globalinitiatives@AsiaSociety.org) with subject line: **SPRING 2019 INTERNSHIP, GLOBAL INITIATIVES**

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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