

Asia Society Internship Opportunity

Location: New York

Department: Global Initiatives – Policy Programming

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's 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.

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

- Monitor key political events and identify emerging policy-related issues in Asia relevant to the institution's priorities.
- Research and prepare notes as in support of program development on policy related topics and current events.
- Execute a program from start to finish with attendance at some after-hour events (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;
2. Most recent resume;
3. Writing sample (3-5 double-spaced pages; abstracts are accepted) in Word or PDF format;

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

4. E-mail us at Globalinitiatives@AsiaSociety.org with subject line:
SPRING 2019 INTERNSHIP, GLOBAL INITIATIVES – POLICY.

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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