Asia Society Internship Opportunity

Location: New York
Department: Global Initiatives – Policy Programming (2 Internships)
Period of Internship: Spring 2020
Application Deadline: February 12, 2020

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks two talented interns to assist the Global Initiatives team in facilitating policy and current affairs-related public programs. The ideal candidates 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 students or recent graduates; and have an interest in gaining practical experience in an international organization. The interns should be available to come to Asia Society between 20-30 hours/week for 3-4 months.

The internships are unpaid.

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

- Monitoring key political events and identifying emerging policy-related issues in Asia relevant to the institution’s priorities.
- Researching and preparing notes as needed of program development.
- Learning program management and execution.
- Attending events after-hours (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;
4. E-mail us at Globalinitiatives@AsiaSociety.org with subject line: SPRING 2020 INTERNSHIP, GLOBAL INITIATIVES – POLICY PROGRAMMING.

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