

## 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.

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John D. Rockefeller 3rd

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New York, NY 10021-5088  
Phone/Fax 212.288.6400  
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 us at [Globalinitiatives@AsiaSociety.org](mailto: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.

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