

## Asia Society Intern Opportunity

**Location:** New York

**Department:** Global Initiatives – General (1 position)

**Period of Internship:** Spring 2020

**Application Deadline:** February 21, 2020

### Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team with event logistics and other ad hoc projects for the department. 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 the internship period, he or she will:

- Prepare and edit letters and other materials for the department's Global Council projects;
- Learn about the Asia 21 Young Leaders Initiative and maintain the Asia 21 directory, including updating biographical information of current and former members;
- Gain hands-on experience with the nitty-gritty processes involved in the preparation of mid-to-large sized conferences;
- Get to familiarize themselves with the fundamentals of nonprofit organization management;
- Research and prepare notes as needed in support of program development; and
- 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, 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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New York, NY 10021-5088  
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AsiaSociety.org

**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 -- GENERAL**

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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