



*Navigating Shared Futures*

## **The Endowment for Educational Opportunity** **Summer 2021 Internships**

The Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology.

Our mission is to foster insight, encourage engagement, elevate regional voices, inform and educate new audiences, address complex – and where necessary – contentious challenges, engage in creative problem-solving, and help deliver real solutions for the benefit of all. As a global network of centers who share a common vision, we actively collaborate with our centers and partners across Asia and the world. The Asia Society also provides its members an opportunity to become part of our global network to help shape a prosperous, sustainable, and secure future for us all.

The Asia Society is dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Mindful of cultural differences, we hold that each perspective should be heard with temperance and respect in order to enhance cross-cultural understanding. We will never shy away from the hard questions facing our world. We value collaboration with government and non-government institutions in forging common approaches to otherwise intractable problems. Ultimately, our values as a Society remain anchored in the principles of the United Nations Charter and the Universal Declaration of Human Rights – international covenants which have been accepted by all nations and governments across every region of the world.

The Asia Society seeks to reflect these values in the way in which we go about our work. We celebrate creativity, competence, courage, and excellence in developing innovative responses to real-world challenges that deliver measurable impact. We encourage a positive, supportive, and respectful working environment which rewards civility, inclusivity, collegiality, and teamwork across all our disciplines. We expect adherence to the highest ethical standards from all our staff, including honesty, integrity, transparency, accountability, and prudence in the effective use of the precious resources we are given to do our work. We are committed to the principles of Diversity, Equity and Inclusion in all our work and across the workplace. We have zero tolerance for any form of discrimination. We are an independent organization which has no affiliation with any government. The society takes no institutional position on individual policy challenges. The views expressed by our staff, fellows, experts, report authors, program speakers, artists, board members, and other affiliates are solely their own.

### **Purpose of the Endowment**

Asia Society's Endowment for Educational Opportunity provides paid internships for promising undergraduates who might not otherwise be able to devote a summer to work at a non-profit organization. The goal of the Endowment is to give selected students greater knowledge of world affairs as well as practical experience in non-profit and Asia-related careers. The summer internship running over the course of 8 weeks will provide hands-on experience and insight on choices for fields of study and future vocation.

## **2021 Internship Opportunities**

### **AsiaStore (Code: EEO – AsiaStore)**

**Contact: Ines Borromeo**

#### **Description:**

AsiaStore is seeking a creative, technically skilled, retail savvy individual with an interest in e-commerce, social media and digital marketing. The intern will play an active role in re-conceptualizing AsiaStore's website; creating content and developing campaigns for AsiaStore's social media platforms and e-commerce initiatives; measuring the effectiveness and impact of campaigns; and evaluating and reporting on various metrics and analytics. This internship allows the intern to use both their creative and analytical talents with projects essential to AsiaStore's success.

#### **Qualifications & Skills:**

- Strong computer skills including experience with Shopify, Salesforce, Photoshop, Illustrator
- Adept with social media platforms: Facebook; Instagram; Pinterest
- Photography expertise
- Research and writing proficiency
- Strong organizational capabilities; detail oriented; proactive self-starter, able to perform independently in a fast-paced environment

Start date: June 7, 2021

Compensation: \$15.00/hour

### **Culture and Diplomacy (Code: EEO - Culture)**

**Contact: Rachel Cooper**

#### **Description:**

Throughout its sixty-five year history, the Asia Society has showcased live arts—performers in music, dance, theater from across Asia, with over two thousand performances, thirty major commissions, and numerous U.S. and international tours. The institution has nearly single-handedly brought artists to venues across the U.S. presenting the work within the context. The award winning work has garnered the institution recognition including a leadership endowment from the Duke Foundation to stabilize the work. It acknowledges the major role we have played in the performing arts field. We have introduced the finest traditional Asian music, dance and theater artists to American audiences including the American debut of sitar virtuoso Ravi Shankar. In addition we have organized several major cultural initiatives, including Creative Voices of Muslim Asia, the Great Debates: Form and Tradition; Crossovers: Arts of Asia America among others.

The project is an exciting opportunity to help complete 25 years of cultural and performing arts logs for the Asia Society. This will include descriptions, links to online videos and related press. The log exists in a circumscribed version but this will become an important document of the 25 years of programming. This archiving project will involve creating a historical resource log that will be available to the public on our on-line web site. It will include the links and context for the many important projects that the Asia Society has created.

## **Qualifications & Skills:**

- The candidate would be a curious individual interested in culture, ideas, history and performing arts from Asia.
- A well-organized person who enjoys online research helping create an important document that will be able to organize the information and explore the ideas inherent in the programs over the 25 years..

Start date: Early June, 2021

Compensation: \$15.00/hour

## **China Learning Initiatives (Code: EEO – Education)**

**Contact: Cleopatra Wise / Sarah Minghui Deng**

## **Description:**

Chinosity is a young and fast-growing platform; we provide freedom and space for you to create. Chinosity.com is an online media project developed by the China Learning Initiatives, Center for Global Education at the Asia Society. Our brand delivers news on Chinese entertainment, language, and modern cultural phenomenon in English to a global audience. Our global, cross-platform network includes our site, YouTube channel and Instagram account, as well as other digital platforms. Our news and entertainment serve the post 90s and 00s generation- an engaged, global audience that connects with culture and entertainment through digital platforms.

Our intern will contribute to content marketing campaigns for Chinosity, producing and marketing Chinosity content on social media and other channels of the brand. The desired outcomes of this internship are to establish one successful online marketing campaign with partner accounts, one successful online event planning and Chinosity's Why Speak Chinese 2021 marketing plan in the fall.

As part of the Chinosity team, our intern will learn about branding, driving traffic to our channel as well as developing content marketing collaboration for Chinosity brand. The intern will attend team weekly meetings and work closely with the Chinosity team through office communication tools and G suite.

Duties will include:

- Research, plan and help execute content marketing campaigns for Chinosity in the summer and fall
- Research and plan marketing strategies for Chinosity channel
- Participate in Chinosity's online event planning
- Create relationships with marketing partners based on social media (Instagram, Facebook, TikTok, Twitter) and YouTube
- Attend weekly marketing meetings on Monday nights and all team meetings on Tuesday nights online

## **Qualifications & Skills:**

- Must have strong interest in Chinese culture, modern China phenomenon, gen-z social trends and cross-cultural content
- Must have knowledge in various media formats and different social media platforms, including YouTube, Tik Tok, Twitter and Instagram
- Have thorough research and reporting ability
- Have knowledge in G suite
- Have strong communication skills , as well as the ability to perform duties under deadlines

- Have experience in marketing and content marketing (past internship experience included)
- Candidate able to read Chinese is a plus
- Candidate with previous video editing experience is a plus

Start date: June 7 through August 15, 2021

Compensation: \$15.00/hour

## **External Affairs (Code: EEO – EA)**

**Contact: Monica Parks**

### **Description:**

The primary task of this internship is prospect research, including locating contact information, identifying new prospects, conducting wealth screen of general membership, and providing research profiles.

The ideal outcome of this internship is a revised list of key prospects that align to our mission and with the capacity to support key projects and initiatives.

### **Qualifications & Skills:**

- Interest in the mission and work of the Asia Society
- Knowledge and understanding of political and cultural environment of Asia highly preferable
- Interest in partnership development and fundraising
- Excellent analytical, research, writing skills, and attention to detail
- Good time management skills, with the ability to work independently
- Proficiency with Word, Excel, Internet research
- Database experience preferred

Start date: June 7, 2021

Compensation: \$15.00/hour

## **Human Resources & Operations (Code: HR Ops)**

**Contact: Kraig Kehrer**

### **Description:**

The New York City Headquarters of the Asia Society is seeking an exceptional intern with a demonstrated interest in human resources management, including recruitment, benefits, talent management, and compliance. The intern will interact directly with Asia Society's Human Resources Team, including the Associate Director of Human Resources, the Director of Human Resources, and Senior Vice President.

This experience will allow our Human Resources intern to:

- Shadow interviews and meetings regarding recruitment
- Research new ideas & best practices for recruitment & onboarding
- Contribute to the Asia Society internship program
- Participate in weekly calls with our benefits broker & HRIS/payroll vendor
- Participate in employee meetings regarding benefits, onboarding & offboarding
- Research new benefit offerings, regulations, laws & best practices
- Shadow the HR Team on meetings regarding performance management & staff events

- Research new ideas/best practices for performance management & talent management
- Research new and updated employment policies

### **Qualifications & Skills:**

- Some familiarity with one or more core Human Resources subject matter areas including recruitment, onboarding, benefits, compensation, payroll, talent management, offboarding, risk management, and compliance.
- Ability to maintain discretion and confidentiality
- Ability to work independently as well as collaborate with a team
- Strong research and communication skills
- Excellent attention to detail
- Flexibility with handling diverse tasks
- Proficiency with Microsoft Office

Start date: June 7, 2021

Compensation: \$15.00/hour

### **Executive Office (Code: EO)**

**Contact: John Brake (Paula Hunker)**

### **Description:**

Working with SVP and Strategic Project Coordinator to design, the intern would vet and test an automated project management and reporting platform to support the entire organization.

The first project would be a platform to automate the approval workflows for SVP and CFO.

The intern would learn the operations of a global non-profit organization and assist with the digitization of our internal processes and workflows.

### **Qualifications & Skills:**

- Technology proficient with all Microsoft Office 365 tools, including PowerPoint and other presentation software
- Familiarity with CRM systems, especially Salesforce is highly desired
- Experience with data management
- Problem Solver and strong writer
- Quick learner; able to take in large amounts of information and synthesize quickly
- Collaborative & collegial

Start date: June 7, 2021

Compensation: \$15.00/hour

## Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Address *(if different)*: \_\_\_\_\_

Permanent Phone *(if different)*: \_\_\_\_\_

Languages at your command: \_\_\_\_\_

Majors *(if undecided, list possible majors)*: \_\_\_\_\_

Selected candidates must provide proof of their eligibility to work in the United States. Please select the appropriate box:

- I am a U.S. Citizen       I have proof of eligibility to work in the United States

Which internship are you applying for? *(you may check more than one)*

- AsiaStore  
 Culture & Diplomacy  
 China Learning Initiatives  
 External Affairs  
 Human Resources & Operations  
 Executive Office

### References

Please list two references below. These references must be from a member of the faculty or community leader that knows you well.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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## Application Submission Procedure

### 1. Please submit the required application materials:

- ✓ Completed Application Form
- ✓ Cover Letter
- ✓ Resume

### 2. In the email subject line, please include: (Your Name) - (Code)

\*Code refers to the internship position you are applying for. If applying for more than one, please include multiple codes.

### 3. Email your application materials to the appropriate contact person:

AsiaStore:	Ines Borrromeo	iborrromeo@asiasociety.org
China Learning Initiatives:	Cleopatra Wise Sarah Minghui Deng	cwise@asiasociety.org sdeng@asiasociety.org
Culture & Diplomacy:	Rachel Cooper	rcooper@asiasociety.org
External Affairs	Monica Parks	mparks@asiasociety.org
Human Resources & Operations:	Kraig Kehrer	kkehrer@asiasociety.org
Executive Office	John Brake	jbrake@asiasociety.org

***APPLICATION DEADLINE: FRIDAY MAY 21, 2021***

