



Navigating Shared Futures

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Asia Society Northern California & Seattle Center – Internship with Senior China Fellow

Location: San Francisco, California

Position: In-Person Intern / Volunteer

Period: 3 – 4 months; 15-30 hours week (min of 300 hours total)

Reports To: Director of Operations & Senior China Fellow

SUMMARY:

We are seeking a highly motivated China Intern to support our Senior China Fellow, Andy Rothman. The ideal candidate will be an undergraduate or graduate student with a strong passion for China who is currently enrolled in Asia studies or has a desire to pursue future studies or work in the region. The role requires excellent organizational skills, including complex logistics, especially with event management, and the ability to work well with people at all levels. A keen interest in navigating evolving content related to China and a strong desire to learn are essential. If you're eager to gain hands-on experience in a dynamic environment, we encourage you to apply!

BACKGROUND:

At Asia Society Northern California & Seattle Centers, we take pride in nurturing up-and-coming international relations scholars, policy buffs, creative problem solvers. Through our hands-on internship program, students have the unique opportunity to intern alongside our dynamic team to develop and market global programs that help educate the public about critical issues facing the United States, Asia, and the world. This China internship provides a unique opportunity to work closely with a seasoned China expert, who is a recognized and well-published leader in this field.

Through large conferences, in-person and virtual discussions, and cultural programs, Asia Society Northern California & Seattle curate platforms and opportunities to engage with high-level speakers and informed audiences on key issues in the fields of policy, business, arts & culture, education, and technology/innovation.

JOB RESPONSIBILITIES:

Our interns gain meaningful, real-world experience in four key areas: research, program development, marketing, and program implementation. You can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:



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- Develop original content and ideas for the Asia Society Northern California & Seattle's *Seeking Truth Through Facts* program series focused on China.
- Research key topics related to international relations, policy, business, arts and culture, education, and/or technology with a geographic focus on China.
- Assist with program and calendar coordination, ensuring strong organization and attention to detail in producing high-level academic events related to China and geopolitics.
- Attend and facilitate unique events with notable speakers and guests to learn about critical issues from experts in their fields.
- Assist with event coordination (e.g. AV, mic-running, speaker escort, guest registration, venue set-up, etc.).
- Create, edit and produce multimedia content, such as videos and photo slideshows.
- Boost social media engagement through strategic postings on Facebook, Instagram, X, YouTube, Instagram and other social media venues.

REQUIREMENTS:

To be considered for the internship, you must:

- Maintain an overall GPA of 3.0 or higher.
- Major in international relations/studies, Asia and/or China studies; political science, English, history, communications, journalism, marketing, or another related subject.
- Be available to meet the time requirements (we work with each intern to develop their schedule based on coursework and availability).
- Commit to a period: 3 – 4 months and a minimum of 300 hours, or 15-30 hours per week.
- Internship is Unpaid. Course Credit is Optional.

HOW TO APPLY:

- Please email asncc@asiasociety.org and indicate "Asia Society Northern California & Seattle China Internship" in the subject line. Include the following items:
 1. Your cover letter, indicating your interest and qualifications **and the days/hours that you are available**
 2. Your resume
 3. A short writing sample (1-2 pages)

Resumes without cover letters will not be accepted.

No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.