



Navigating Shared Futures

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Asia Society Northern California & Seattle Center Internship with Senior Tech Fellow

Location: San Francisco, California

Position: In-Person Tech Intern / Volunteer

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

Reports To: Director of Operations and Senior Tech Fellow

SUMMARY:

We are seeking a highly motivated Tech Intern to support our Senior Tech Fellow, Mark Cohen. The ideal candidate will be an undergraduate or graduate-level student with a strong passion for international affairs, technology management, and Asia's tech landscape - particularly China's. Depending on your experience, you will provide support with content creation and/or organizational tasks. If you're eager to gain hands-on experience in this dynamic field, 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 experts, and 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 tech internship provides a unique opportunity to work closely with and be mentored by an internationally recognized and well-published technology expert.

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 tech interns gain meaningful, real-world experience in four key areas: research, program development, marketing, and program implementation that broaden knowledge while creating resume experiences for the future. You can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

- Conduct research on topics related to technology, innovation, patents, and law at the intersection of geopolitics and international relations.



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- Write briefs, memos, and other short to medium-length documents to support our Tech Fellow’s work at the Asia Society Policy Institute and Asia Society Northern California & Seattle.
- Assist with program and calendar coordination, ensuring strong organization and attention to detail in producing high-level academic events related to technology and geopolitics.
- Attend and facilitate events featuring prominent speakers and guests to gain insights into key issues from leading 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, technology or technology management, political science, English, history, communications, journalism, marketing, or another related subject.
- Be available to meet the time requirements (although we work with each intern to develop their schedule based on coursework and availability).
- Commit to a period of 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 Tech 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.