



*Navigating Shared Futures*

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## Asia Society Northern California Center – Internship Opportunity

**Location:** Northern California

**Position:** In-Person Intern / Volunteer

**Period:** 3 – 4 months; 20 – 40 hours week (min of 300 hours total)

**FSLA Exemption:** Non-Exempt

### **SUMMARY:**

At Asia Society Northern California, we take pride in nurturing up-and-coming international relations scholars, policy buffs, social entrepreneurs, and creative minds. Through our hands-on internship program, students have the unique opportunity to work 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.

Through large conferences, panel and roundtable discussions, and cultural programs, Asia Society Northern California curates forums to engage high-level speakers and members with key issues in the fields of policy, business, arts & culture, education, and technology/innovation.

### **RESPONSIBILITIES:**

Asia Society Northern California 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:

- Develop original ideas/content for Asia Society Northern California events;
- Attend unique events with notable speakers and guests, to learn about key issues from experts in their field;
- Assist with event coordination (e.g. AV, mic-running, speaker escort, guest registration, venue set-up, etc.);
- Research important topics related to international relations, policy, business, arts & culture, education, and technology/innovation;
- Create, edit and produce multimedia content, such as videos and photo slideshows;
- Boost social media engagement through strategic postings on Facebook, Instagram, and Twitter;
- And much more!



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## QUALIFICATIONS:

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To be considered for the internship, you must:

- Maintain an overall GPA of 3.0 or higher;
- Major in international relations/studies, communications, English, 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)
- Period: 3 – 4 months
- Hours: min of 300 hours, 15-30 hours per week
- Wage/Salary: Unpaid OR Course Credit Optional

## HOW TO APPLY:

- Please email [asncc@asiasociety.org](mailto:asncc@asiasociety.org) and indicate “Asia Society Northern California 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.