

Asia Society Internship Opportunity

Location: New York

Department: Global Initiatives (2 Positions)

Period of Internship: Spring 2018

Application Deadline: December 20, 2017

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team facilitating policy and current affairs-related public programs, and globally focused conferences. 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.

The intern will gain training and hands-on experience in program management and conference planning. During their internship period, they will:

For policy and current affairs-related program management:

- Monitoring key political events and identifying emerging policy-related issues in Asia relevant to the institution's priorities.
- Researching and preparing notes as needed in support of program development.
- Assisting in program planning and execution.
- Staffing events after-hours as needed (approximately twice a month).

For conference planning:

- Assisting in the early planning of the Asia 21 Young Leaders Conference, which includes:
 - Researching conference speakers and attendees
 - Assisting with the nomination and application process
- Assisting in the planning of the 2017 Asia Rising Dialogue
 - Researching conference speakers and attendees
 - Researching and drafting conference literature and notes.

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, cloud computing, web content management, and social media; strong writing skills and attention to detail; ability to perform under pressure/time

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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ZURICH

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725 Park Avenue
New York, NY 10021-5088
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AsiaSociety.org

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.

How to Apply:

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 with subject line: **SP2018 INTERNSHIP, GLOBAL INITIATIVES.**

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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