



Navigating Shared Futures

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Asia Society Southern California Internship Opportunity

Location: Remote; Sync calls in Zoom

Position: 2022 Program Intern

Purpose: Asia Society Southern California is seeking an intern with a demonstrated interest in Asian and Asian-American issues and culture. This is an exciting opportunity for the selected intern to be involved in researching, developing, and implementing Asia Society programs in the areas of business & policy, art & culture and education.

Responsibilities: Track and research issues in U.S.-Asia relations, with a particular focus on media/entertainment, trade and investment, foreign policy and Asian- American issues; assist with program outreach and marketing activities; edit and produce multimedia content, such as video and photo slideshows and assist with administrative and logistical duties as needed.

Requirements: Previous internship or work experience preferred; broad interest in U.S.-Asian business and policy issues; strong research, writing, and editing skills; excellent attention to detail; strong interest in local news, events, businesses, as well as organizations pertaining to Asia and Asian-American topics and culture; reliable self-starter and problem-solver who is able to work independently to meet tight deadlines; flexibility and ability to multi-task in fast-paced, entrepreneurial environment.

Commitment: Candidates are required to commit to a minimum of 24 weeks and at least 10 hours a week. A limited number of stipends for internships may be available.

How to apply: E-mail, in a single PDF or Word file, with the subject line "ASSC 2021 Program Internship:" 1) a cover letter, indicating your interest in the position and the days and hours you are available to work; 2) a resume to lhuang@asiasociety.org. Incomplete applications will not be considered. Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please. Position is open until filled. Asia Society is an equal-opportunity employer.

About Asia Society: Founded in 1956, Asia Society is the leading global organization committed to fostering dialogue and building a community for all those with an interest in Asia. As one of thirteen centers worldwide, Asia Society Southern California offers fresh perspectives on the forces and issues shaping relations between the U.S. and Asia. From film to business, politics, and social issues, we present innovative, multidisciplinary programs that bring together members and experts to create an active, informed community.