

Asia Society Southern California Internship Opportunity

Location: Asia Society Southern California, Downtown Los Angeles

WE ARE MOVING TO A NEW OFFICE IN OUR US BANK TOWER!

Position: Program Development Intern

Purpose: Asia Society Southern California is seeking an intern with a demonstrated interest in the economic, cultural and political challenges facing the United States and the countries of Asia. 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, media/entertainment and policy. Additional skills in marketing, journalism and social media are a plus.

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; help conceptualize and manage events, with evening availability as needed; write program proposals; assist with program outreach and marketing activities; develop original content for Asia Society's website; 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; 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.

Schedule: Internships are unpaid positions. Candidates are required to commit to a minimum of 12 weeks and at least 16 hours a week; availability for events may be requested. To help meet the weekly commitment, some of the work can be done remotely. For applicants not able to meet these conditions, we may have event-specific volunteer opportunities.

How to apply: E-mail, in a single PDF or Word file, with the subject line "ASSC Program Development 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 lhuan@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 eleven 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.

