



Navigating Shared Futures

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Asia Society Northern California Center - Internship Opportunity

Location: Northern California

Position: In-Person Internships

Period: 3 - 4 months; 20 - 40 hours week (min of 320 hours total)

FSLA Exemption: Non-Exempt

SUMMARY:

Are you the next international relations superstar? If so, you're going to need the skills and relevant work experience to get your foot in the door of your first job. We take great pride in nurturing the up-and-coming stars of tomorrow. Through our hands-on, year-round internship program, students compete for a unique opportunity to work alongside a dynamic and innovative team that develops global programs to help support Asia Society's organization growth, client retention, and profitability.

Established in 1998, The Asia Society Northern California Center is uniquely positioned on the edge of the Pacific and at the entrance to Silicon Valley. The Center connects the San Francisco Bay Area's diverse local community with a wide network of global leaders and visionaries in the fields of policy, business, arts & culture, education, and technology/innovation.

Through large conferences, private Executive Roundtable briefings, panel discussions, cultural programs, and networking events and dinners, Asia Society Northern California presents timely and relevant forums for educating and engaging the public about the critical issues facing the United States, Asia, and the world.



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Asia Society Northern California interns gain meaningful, real-world experience in three key areas that demonstrate competency in-planning, implementation and evaluation. You can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

- Assist with event coordination and logistical duties;
- Develop original program content for the Asia Society Northern California;
- Create, edit and produce multimedia content, such as video and photo slideshows;
- Assist with social media through outlets such as Facebook, Instagram, and Twitter;
- Research and implement outreach;
- And much more!

QUALIFICATIONS:

To be considered for the internship:

- Maintain an overall GPA of 3.0 or higher;
- Major in international relations/studies, communications, English, journalism or marketing.
- Hours are flexible and depend on the student's class schedule, course requirements (if applicable) and availability.
- Period: 3 - 4 months
- Hours: min of 320 hours
- Wage/Salary: Unpaid OR Course Credit Optional

HOW TO APPLY:

Please email your cover letter, indicating your interest and qualifications and the days/hours that you are available with your resume and a short writing sample (1-2 pages), to asncc@asiasociety.org

Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview



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will be contacted. Please regard your resume as having been received unless your email is bounced back.

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