



Navigating Shared Futures

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Asia Society Northern California Internship Opportunity – Summer/Fall 2021

Location: Northern California (Remote)

Position: Asia Society Northern California Internship Opportunity – Code 2203INT

This internship will run for a period of 3 – 4 months

SUMMARY:

Established in 1956 by John D. Rockefeller 3rd, we are the leading educational institution dedicated to promoting mutual understanding and strengthening partnerships across people, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, we provide insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

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 virtual 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.

Asia Society interns gain meaningful, real-world experience in three key areas that most organizations and institutions 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:

- Layout and design of marketing materials;
- Creation of the weekly newsletter and event announcements;



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- Develop original content for the Asia Society website and blog;
- Research and implement outreach;
- Create, edit and produce multimedia content, such as video and photo slideshows;
- Assist with event coordination and logistical duties;
- Research topics for social media and assist with a social media strategy through outlets like Facebook and Twitter.

QUALIFICATIONS:

Only the best and brightest need apply. To be considered, you have to:

- Maintain an overall GPA of 3.0 or higher;
- Major in international relations/studies, communications, English, journalism or marketing.
- Applicants are responsible for providing their own computer for the virtual internship.
- Hours are flexible and depend on the student's class schedule, course requirements (if applicable) and availability. **Hours Per Week:** 20-40

Internships are unpaid. Course Credit Optional

HOW TO APPLY:

Please email your cover letter, indicating the days and hours you are available, a short writing sample (1-2 pages), and your resume, indicating position reference code 2203INT to: JGale@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 will be contacted. Please regard your resume as having been received unless your email is bounced back.