Asia Society Development Internship Opportunity – Summer 2022

Location: New York

Position: Development Internship
This internship will run from May to August, 2022

SUMMARY:

Established in 1956 by John D. Rockefeller 3rd, The Asia Society is 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, generate ideas, and promote collaboration to address present challenges and create a shared future.

The Asia Society’s purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. The Asia Society also provides its members an opportunity to become part of our global network to help shape a prosperous, sustainable, and secure future for us all. We take great pride in nurturing the up-and-coming stars of tomorrow. Through our hands-on, summer internship program, students compete for a unique opportunity to work alongside a dynamic and innovative team that develops Asia Society’s premier gala, The Asia Game Changer Awards.

The Asia Game Changer Awards, a premier event launched in 2014, honors individuals, organizations, and movements that have inspired, enlightened, and shown true leadership in areas that reflect Asia Society’s core pillars of policy and business, arts and culture, and education. Past honorees include Yo-Yo Ma, Malala Yousafzi, Sal Khan, among many others.

RESPONSIBILITIES:
Unlike internships at other organizations, 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 activities.

You will play a supportive role to the Development Team. This position assists with the planning, development, and execution of the marketing strategy for the Asia Game Changer Awards. You will assist with the organization, marketing, and execution of Asia Game Changer Awards, researching major donors, generating promotional and informational materials, managing online communications, and assisting with event coordination and logistical duties. You will work with an energetic team on the Executive Floor of the Asia Society Headquarters on the Upper East Side of New York. This position will allow you a chance to be exposed to our senior leadership. You will be mentored and trained on event planning and fundraising by a group of experienced and diverse professionals.

QUALIFICATIONS:

To be considered for this competitive internship, you have to:

- Maintain an overall GPA of 3.0 or higher;
- Major in international relations/studies, communications, or marketing;
- Work both independently and as part of a team;
- Proactive approach to time and task management;
- Strong attention to detail;
- Professional demeanor, solid organizational skills, good time management, ability to multi-task;
- Experience utilizing basic Microsoft programs (Word, Excel, PowerPoint, Outlook), Canva (or willing to learn) and technology capable;
- Knowledgeable of social media platforms (i.e., Facebook, Twitter, Instagram);
Excellent communication skills, both written and verbal;

Ability to load/unload, lift, or move heavy equipment without assistance.

Internship is unpaid, but academic credit can be offered.

- Hours Per Week: 40 Hours

HOW TO APPLY:

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