

Asia Society Intern Opportunity

Location: New York

Department: Executive Office

Period of Internship: Ongoing 2018

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to gain valuable experience with the organization's Executive Team, by providing support for the Executive Vice President. **This is an unpaid internship.**

In particular, the intern will be involved in various writing tasks and responsibilities, including:

- The drafting and editing of the Executive Vice President's bi-monthly Newsletter.
- The drafting of flyers for public programs.
- Conducting research and preparing country or thematic briefings for executive level-meetings.

Education /prior experience most suited for this internship:

Current student or recent graduate; strong writing skills; knowledge of an Asian language a plus but not required; interest in and understanding of global policy concepts, international relations, geopolitics, etc.; strong computer skills, including experience with Microsoft Office suite, cloud computing, web content management, and social media; strong writing skills and attention to detail; ability to perform under pressure/time constraints; ability to maintain composure and exercise good judgment in public; good organization skills and ability to complete tasks independently; native or proficient English speaking and writing required, ability to conduct professional communications via email and over the phone.

Ideal internship for a Journalism Major.

How to Apply:

To apply, kindly email the following:

1. Cover letter, indicating your interest in the position and the days and hours you are available;
2. Most recent resume;

3. Writing sample (3-5 double-spaced pages; abstracts are accepted) in Word or PDF format;
4. E-mail JMeyer@asiasociety.org with subject line: **EXECUTIVE OFFICE INTERNSHIP**

No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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