

Asia Society Intern Opportunity

Location: New York

Department: Global Talent Initiatives

Period of Internship: Mid March 2019 Onward

Announcement:

The Global Talent Initiatives team is seeking an intern to assist with the **MAY 2019 Diversity Leadership Forum**, a high end training and development conference for Senior HR and business leaders, Asian Pacific American cohort sponsors, and Asian Pacific American emerging corporate leaders. The intern will also assist with the 2019 Asian Pacific Americans Corporate Survey Report.

The interns will receive training and hands-on experience in the following areas: researching global diversity and inclusion trends; conference development; coordinating webinars; managing contact database and registration software; managing social media platforms; and logistical duties related to all of the Global Talent Initiatives team's areas of work; how to set up and arrange occasional events after-hours as needed (1-2 times per month).

The ideal candidates will have an interest in global diversity and inclusion of Asian and Asian Pacific American talent and have an interest in gaining experience in an international organization.

Education /prior experience most suited for this internship:

Interest in the mission and work of the Asia Society; interest in diversity and inclusion of Asian and Asian Pacific American talent; 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; native or full professional proficiency in English speaking and writing.

How To Apply:

Please email your cover letter and resume to Erik Hyman: EHyman@asiasociety.org with the subject line: **Diversity Forum Application**. No phone calls, please. We will only contact candidates we are considering for an interview

Asia

Society



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725 Park Avenue
New York, NY 10021-5088
Phone/Fax 212.288.6400
AsiaSociety.org