Asia Society Intern Opportunity

Location: New York  
Department: Global Initiatives – Business Programs  
Period of Internship: Summer 2020

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern for the Global Initiatives team’s business programming. The ideal candidate for this internship will have a keen interest in Asia in the areas of business, economics and international affairs, and culture; be a student or recent graduate; and have an interest in gaining experience in an international non-profit organization. Ideally, we would like the intern to be available to come to Asia Society between 20-30 hours/week for 3-4 months, starting July 2020.

The intern will receive training and hands-on experience in the following areas: Researching business trends involving the Asia-Pacific; program development for public programs; news briefings on business trends and current events from key countries in Asia; logistical duties related to all of the Global Initiatives team’s areas of work; and to attend some events after-hours as needed (2-3 times per month). This is an unpaid internship.

The summer internship will be heavily focused on event planning, program management, and logistics as we prepare for Asia Society’s annual fundraiser and Gala – Game Changers.

Education and prior experience most be suited for this internship:

Current student or recent graduate; demonstrated strong interest in Asia; knowledge of an Asian language a plus but not required; interest in and understanding of global business concepts, international trade, 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 work independently; native or proficient English speaking and writing.

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 Ms. Yoshie Ito at YIto@asiasociety.org with subject line: GLOBAL INITIATIVES, BUSINESS PROGRAMS INTERNSHIP

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