

# Asia Society Internship Opportunity

**Location:** New York  
**Position:** Education Administrative/Conference Intern  
**Posted:** 12/2/09

## Description:

Asia Society Partnership for Global Learning is seeking a volunteer for spring internship from January through June or July, 2010. This Administrative/Conference Intern will be responsible for learning and understanding the work of the Education office administration and assisting with both everyday tasks and special assignments for our third annual “Putting the World into World-Class Education” Forum taking place in July in the DC Metro area. This is an excellent opportunity for someone interested in conference management, customer relations, or similar positions. This internship is unpaid.

## Responsibilities:

The Conference Intern will be responsible for the following areas:

### Office/Conference Duties:

- Assist the Conference Manager on logistics, communications, and marketing as needed.
- Monitor Conference Registrations and submit reports of attendees as needed to Education Staff.
- Act as an Exhibitor Liaison before the conference.
- At the conference, assist with registration set-up, monitoring individual seminars, and plenary management.
- Disseminating post-conference acknowledgements and gifts.

### Other Responsibilities:

- Work with projects on special assignments
- Other work as assigned

## Requirements:

- College graduate or some college education preferred
- Good organization skills and ability to work independently required
- Confidence speaking over the phone is a must
- Basics computer skills (MS Office Suite) required
- Interest in fundraising and/or event planning preferred

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[www.asiasociety.org](http://www.asiasociety.org)

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- Interest in global learning, education, international relations preferred

### Schedule:

Flexible, but need at least 3 weekdays from 10:30 am - 5:30 pm.

### How to apply:

Please send resume and cover letter to Chantal Bonitto at [chantalb@asiasoc.org](mailto:chantalb@asiasoc.org).

No phone calls, please. Only those candidates considered for an interview will be contacted. If you submit your resume by email, please regard it as having been received unless your email is bounced back.

Be sure to subscribe to eNews, our weekly email newsletter, to receive information on Asia Society programs and activities: [asiasociety.org/eNews](http://asiasociety.org/eNews)

*The Asia Society is an equal-opportunity employer.*

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