

Asia Society Intern Opportunity
Location: San Francisco (Northern California)
Position: Urban Sustainability Intern
Posted: 3/24/2013

Purpose:

The Asia Society's Northern California Center (ASNC) is seeking an exceptional intern with a demonstrated interest in urbanization, the environment and the sustainability challenges facing urban centers in Asia and the United States to work with our **Pacific Cities Sustainability Initiative (PCSI)**. The selected intern will provide research, outreach, social media, event and administrative support for the PCSI project. PCSI aims to promote sustainability best practices, encourage cross-disciplinary dialogue, and catalyze change in cities around the Pacific Rim. *For more information on PCSI see:* AsiaSociety.org/PCSI

Responsibilities:

Tracking and researching current developments in Asia and the United States related to the areas detailed above; assisting with administrative and logistical duties; working on outreach, marketing, and network development; writing, editing, and proofreading reports, web content, and social media; working on content and follow-up activities after a recent major Forum in Manila.

Requirements:

Previous internship or work experience preferred; demonstrated familiarity with and/or interest in urban sustainability issues in Asia and the United States through academic study and/or work experience; excellent attention to detail; reliable self-starter and problem-solver preferred; strong research, writing, and editing skills; event planning or conference assistance experience; familiarity with Drupal, Raiser's Edge, design software; cloud software and social media applications is a plus.

Schedule:

Internships are **unpaid** positions. Schedule is flexible, but we prefer candidates who can commit to a minimum of 12 weeks and at least two days per week, or 15 – 20 hours per week.

How to apply:

E-mail: **1)** a cover letter, indicating your interest in the position and the days and hours you are available to work; **2)** a resume; and **3)** a writing sample. **Incomplete applications will not be considered.** Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please. Position is open until filled.

Send to:

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