

Project Management Internship (80-100%)

We Are Hiring!

Asia Society Switzerland was founded in 2016 with the mission of increasing Asia Competence in Switzerland. Our work is aimed at deepening understanding of Asia and Asian issues and fostering a dialogue between Asia and Switzerland. We are part of the global Asia Society network with 16 offices around the world.

Our work spans 50+ high-quality events per year in Switzerland, several long-term programs and a growing range of digital content, from our podcast to newsletters and write-ups. We also maintain an active community of 500+ members as well as relationships with dozens of companies and institutions with an interest in Asia.

We are currently looking for a highly motivated **Project Management Intern (80-100%)** to join our dynamic team in Zurich starting on September 1, 2024, for a minimum duration of 9 months.

Your Work

- > Planning and organization of events – in person and online –, including logistics and RSVP management
- > Content creation, including the design and writing of newsletters, social media posts and campaigns, and updates on our website
- > Outreach and communication of our activities beyond our existing network
- > Tech-hosting of our webinars and video/podcast creation
- > Independently lead projects
- > Administration and correspondence in English and German
- > Research of topics and speakers in coordination with the programs team
- > Build and maintain relationships with members, speakers and other Asia Society centers

Your Profile

For this position, we are looking for a very entrepreneurial, ambitious and structured person with a passion for Asia and Asian issues. You should have a BA or MA in Asian Studies, Political Science, Art History, Economics or similar. You are comfortable working in a small team and willing to try new things rather than just follow instructions. Your command of English is exceptional; German is a plus but not required, and you have writing experience. You are digitally savvy and have experience in using text and image editing programs. You work in a structured and independent way, and are comfortable taking ownership of your tasks. Ideally, you have already



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gained practical experience in event management, project management or content creation.

What We Offer

During your internship you'll be a vital part of a small, agile, and highly dedicated NPO in Switzerland with a global mindset and network of sister organizations in Asia, Australia, France, and the U.S. You will have the opportunity to gain hands-on experience in organizing and hosting a variety of events – from conception until post-event tasks –, to research and discuss speakers and topics, and be part of a diverse and curious community. Due to our events, you will sometimes need to work evenings or weekends. We offer flexible work arrangements with the possibility of working partly from home and flextime options. The internship is compensated with CHF 3'000 per month (brutto, based on a work pensum of 100%).

How to Apply

Submit your application (motivation letter, CV, certificates) in one PDF file [here](#) by June 16, 2024. The interviews will take place on June 27, 2024, in Zurich. For questions about the position, contact Rebecca Farner, Outreach and Communications Manager, rfarner@asiasociety.org.