



**THE MAUREEN AND MIKE MANSFIELD FOUNDATION**

*Connecting People and Ideas to Advance Mutual Interests in U.S.-Asia Relations*

## Now Hiring for a Paid Internship Position (Fall 2021)

The Mansfield Foundation, a non-profit organization that promotes understanding and cooperation between Asia and the United States, is proud to support the professional development of young Asia policy professionals through its paid Internship Program. This program is open to undergraduate students, recent grads, and graduate students who are interested in gaining first-hand experience working in a Washington, DC-based Asia policy non-profit. It will be held primarily in-person, with occasional virtual meetings.

We are seeking a single candidate to participate in a paid internship in our Washington, DC office for the Fall 2021 semester. The ideal candidate will be able to start on or about September 1<sup>st</sup> and will be available to work for approximately 32 hours per week. Candidates must be authorized to work in the United States and be fully vaccinated against COVID-19. Candidates who require a medical or religious exemption will be required to submit documentation of their situation, and adhere to additional precautions to protect themselves, our staff, and our guests.

This internship program is made possible in part by a generous donation from the Sachiko Kuno Foundation.

### Duties:

The successful candidate will have the opportunity to work on a variety of projects during their time with the Foundation. Specific internship duties include, but are not limited to:

- Compiling a daily media report and weekly events list to keep Foundation staff apprised of current developments in Asia and U.S.-Asia policy.
- Conducting background research for Mansfield Foundation programs.
- Assisting the Associate Director of Communication in drafting correspondence, blog posts for the Foundation website, and newsletter pieces.
- Providing program planning and logistics support for the Capitol Hill Asia Policy Dialogues.
- Writing event summaries for webinars, podcasts, and debates on issues of U.S.-Asia policy.
- Assisting in researching funding opportunities and developing funding proposals.
- Performing general administrative tasks (checking voicemails, updating publication lists, faxing, etc.).
- Translating documents (if intern has native-level language ability in Japanese or Korean).

### Qualifications:

- Highly motivated undergraduate, recent graduate, or graduate student in good standing and with a strong interest or background in Asian affairs.



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- Strong written and oral communications skills and attention to detail.
- Professional demeanor, excellent problem-solving skills, organizational abilities, and inter-personal skills.
- Ability to work with a diverse group of people, both independently and as part of a team.
- Vaccination against COVID-19 or agreement to abide by additional precautions if granted medical or religious exemption.
- Authorization to work in the United State (if not a U.S. citizen).
- Prior office experience is desirable.
- Knowledge of Japanese or Korean is desirable, but not mandatory.

## **Internship Benefits:**

- Compensation is set at \$15 per hour, for a maximum of 32 hours per week.\*
- College credit if your university allows.
- Invitations to exclusive Foundation roundtables, program events, and other activities.
- Exposure to senior government, business, and NGO leaders from the United States and various Asian countries.
- Professional development in a challenging environment that prepares interns for full-time employment in a professional setting.
- Opportunity to gain experience in areas of office management, event planning, policy analysis, and professional writing.

\*This position is considered part-time and does not include a full-time employment benefit package.

## **How to Apply:**

Applications for the Fall 2021 semester are due by **11:59 PM Eastern on Friday, August 13<sup>th</sup>**.

Candidates should submit the following materials by email to Kelly Primrose at [kprimrose@mansfieldfdn.org](mailto:kprimrose@mansfieldfdn.org):

- **Cover Letter:** Please explain why you want to intern at the Mansfield Foundation, learning objectives for your internship experience, and how it fits with your career goals.
- **Resume:** Please list your complete educational and professional data and information about extracurricular activities.



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- **Availability:** In the body of your email, please note which semester you are applying for and the number of hours you would be available to work.
- **Writing Sample:** Please enclose a 1–2-page writing sample (can be an excerpt from a larger piece, in which case please provide a short explanation of the piece’s context).

No phone calls please. **Only those selected for an interview will be contacted.**