



California-Asia Business Council Internship Opportunities

Location: Financial District, San Francisco

www.calasia.org

Cal-Asia is a non-profit business membership organization whose mission is to foster commerce between California and 22 economies of Asia. We welcome students and graduates who have a deep interest in Asia, a desire to fine tune knowledge of key economic issues that drive development, a strong interest in sustainability. We are looking for interns who want to take part in our mission to build and enhance California-Asia commercial ties, which we believe lead to jobs and opportunities on both sides of the Pacific.

● Development, Membership, and Fundraising Intern (1 position available)

Description: Cal-Asia, as all non-profits, needs to raise funds for operations and activities. This entails reaching out to firms striving to build or grow their Asia presence, or those wanting to provide services to incoming Asia businesses. Help us find out who they are, how we can reach them, how we can work together to accomplish our mutual goals.

Responsibilities:

- ▶ Research firms and contact information
- ▶ Develop customized letters to potential funders/members
- ▶ Reach out to prospects and follow up with phone calls and or visits
- ▶ Maintain membership database,

Qualifications: Undergraduate student or graduate with good analytical skills, sharp writing and editing skills, excellent verbal communications and ability to foster interpersonal relationships, discipline to adhere to project timelines, deep and abiding interest in Asia. Prior experience in Customer Relations Management (CRM) and newsletters a plus.

Schedule: Candidates are asked to commit to a minimum of 12 weeks and a minimum of 15 hours a week (at least 10 hours in office); plus occasional availability to take part in Cal-Asia events. Internships are **unpaid** positions.

● Program Intern (1 position available)

Description: The Council's programs in California have featured heads of state from Malaysia and the Philippines, Vietnam's Deputy Prime Minister, Chinese, and other Asian trade and economic ministers, ambassadors of the United States and Asian countries, and senior business leaders from both sides of the Pacific. The Council's vigorous program schedule, its initiatives focused on sustainable development in Asia and China's financial sector, and the periodic dissemination of key business highlights have earned two coveted awards from the United States Department of Commerce. Program interns will work to maintain our quality programs through various aspects of event planning, outreach, and marketing.

Responsibilities:

- ▶ Assist in planning Cal-Asia events covering various aspects of content, logistics, and administration
- ▶ Create promotional materials and publicity
- ▶ Researching program topics and speakers; track issues topical to programming (finance, business leads, policy, etc)
- ▶ Outreach to supporting and sponsoring organizations

Qualifications: Student, graduate student or graduate with good analytical skills, sharp writing and editing skills, discipline to adhere to project timelines, deep and abiding interest in Asia. Prior experience in creating promotional materials a plus (show us your work!); familiarity with Mailchimp and Eventbrite a plus.

Schedule: Candidates are asked to commit to a minimum of 12 weeks and a minimum of 15 hours a week (at least 10 hours in office); plus occasional availability to take part in Cal-Asia events. Internships are **unpaid** positions.

● Research Intern (2-3 positions available)

Description: Cal-Asia has ongoing research projects, focusing on topics such as GDP growth, key indicators, and agencies of 22 economies, as well as principal U.S. heads of missions and related agency heads. Currently, we are looking at the development of physical infrastructure throughout Asia in key sectors of energy, transportation, ICT, water/environment, climate change/remediation. Research interns will collaborate and assist with specific projects, predominately the Great Asia Build Project 2020, a comprehensive investigation of the forecasted \$8 trillion market for infrastructure development in 22 economies of Asia.

Responsibilities:

- ▶ Track and research breaking articles on infrastructure projects
- ▶ Analyze funding mechanisms of development (private, public, and joint)
- ▶ Compose research findings to present to members and post occasional blogs on website

Qualifications: Excellent analytical skills, sharp writing and editing skills, discipline to adhere to project timelines, deep and abiding interest in Asia. Background in statistics, data presentation, and grant writing a plus. Please send writing samples, prior research work if available.

Schedule: Research interns have the opportunity to work remotely but we prefer candidates that have the ability to commit to a minimum of 15 hours a week at our office in downtown San Francisco. Projects may require close collaboration with team both on-site and off-site.

● Web Development Intern (1 position available)

Description: We aim to make Cal-Asia's web presence more dynamic. Web development interns will assist in the front-end and/ or back-end maintenance of CalAsia.org. This position is ideal for those wishing to add to their developer's portfolios as it offers room for creativity and initiative.

Responsibilities:

- ▶ Maintenance and expansion of CalAsia.org
- ▶ Creative solutions to hosting various Cal-Asia research through user-friendly and accessible design

Qualifications: Ability to work with HTML5/ CSS/ JavaScript is a must. Preferred candidates must have a basic understanding of MEAN stack development (MongoDB, ExpressJS, AngularJS, & NodeJS) and Git version control. We welcome a wide range of technical skills to invite creative solutions.

Schedule: Web development interns have the ability to mainly work remotely; however, the ability to work at the office at a minimum of 15 hours/ week for the first 2-3 weeks of work is required. Afterwards, the intern may work on-site a minimum of 10 hours/ week and remotely as required by task off-site.

How to Apply:

Applications are accepted and reviewed on a rolling basis. Please email your cover letter and resume to both Jeremy Potash at jeremy@calasia.org and Shin San at shin@calasia.org