



THE MAUREEN AND MIKE MANSFIELD FOUNDATION

## SUMMER 2022 INTERNSHIP OPPORTUNITY

The **Maureen and Mike Mansfield Foundation** is a 501(c)(3) organization that promotes understanding and cooperation in U.S.-Asia relations. Maureen and Mike Mansfield's values, ideals and vision for U.S.-Asia relations continue through the Foundation's exchanges, dialogues, research and educational programs, which create networks among U.S. and Asian leaders, explore the underlying issues influencing public policies, and increase awareness about the nations and peoples of Asia.

The Foundation is seeking one (1) recent grad or graduate student for its Summer 2022 Internship Program. This program is paid (\$15.20 until July 1, then \$16.10 after) and requires a minimum commitment of 24 hours per week. Selected candidates must be available to work on site at our Washington, D.C. Office. Part- and full-time schedules are available.

### JOB RESPONSIBILITIES

- Research topics relevant to Foundation operations and programs.
- Provide logistical support to Program Officers and senior leadership as needed.
- Create a daily news report and weekly events list focused on U.S.-Asia relations.
- Assist the Associate Director of Communications in drafting newsletter articles and blog posts.
- Proofread and edit Foundation documents.
- Take notes at internal meetings and at public webinars.
- Perform general administrative tasks.

### QUALIFICATIONS

- All applicants must be American citizens or have authorization to work in the United States.
- Highly motivated recent grads or graduate students with a strong interest or background in Asian affairs.
- Collegiate-level written and oral English communication skills.
- Professional demeanor, excellent problem-solving skills, organizational abilities, and interpersonal skills.
- Ability to work with a diverse group of people, both independently and as part of a team.
- Advanced knowledge of Japanese or Korean is desirable, but not mandatory.

### HOW TO APPLY

Submit the following documents via email to Kelly Primrose ([kprimrose@mansfieldfdn.org](mailto:kprimrose@mansfieldfdn.org)) **no later than May 13, 2022:**

- Resume
- Cover letter explaining your interest in the Foundation, internship objectives, and career goals.
- 1-2 page writing sample (can be an excerpt from a larger piece).

