ACC Internship: Executive Office & Operations Intern

Headquartered in New York City, the Asian Cultural Council (ACC) is a leading nonprofit foundation working in cultural exchange between Asia and the U.S. to advance international dialogue, mutual understanding, and respect. Individual fellowships and organizational grants are awarded to support research, study, and creative work by leaders practicing 16 disciplines in the arts and humanities in the U.S. and 25 countries in Asia. ACC staff in New York City work closely with four regional offices in Hong Kong, Taipei, Tokyo, and Manila.

Internship Overview
ACC offers paid semester and year-long internships to undergraduate and graduate students and professionals. Given the small size of ACC’s staff, interns engage in meaningful projects that provide in-depth exposure to an international nonprofit arts organization. ACC interns work closely with their supervisor to set and track their professional development goals across the duration of their time at ACC. ACC interns have opportunities to learn from peers and colleagues across the organization in regular intern gatherings, share-outs from different departments, cross-departmental and all-staff meetings.

ACC currently seeks an intern to provide administrative and logistical support on projects relating to the annual audit and tax filing, and spring Board and committee meetings and events.

Responsibilities:
- Assist in collecting and uploading documents to the online portal for the annual organizational audit
- Coordinate with staff across departments to collect requested information for the annual 990 tax return filings
- Support coordination and scheduling of various board and committee meetings
- Assist in drafting and proofreading meeting materials and minutes
- Support planning and execution of board-related events surrounding the 60th Anniversary Gala in May 2022
- As needed, support the coordination of logistics for a return-to-office in early 2022
- As needed, support coordination and logistics of onboarding new hires expected to begin in spring 2022

Requirements:
- Exceptional attention to detail
- Strong written and spoken communication skills
- Responsibility and discretion with sensitive and confidential information required
- Proficiency in Microsoft Word and Excel required; familiarity with Microsoft Outlook and Teams preferred; familiarity with Asana project management software a plus
- Ability to handle multiple tasks simultaneously and work effectively under deadlines
- Interest in the arts and cultures of Asia preferred
- Fluency in English required; proficiency in another language a plus
All ACC staff are currently working remotely and expect to return to a hybrid in-person / work-from-home schedule in early 2022. This position will follow updated staff arrangements for in-person and remote work as they develop. A laptop will be provided. The internship will begin in early February 2022 and last though May 2022. Interns are paid $17.50 per hour, with expectations to work 10-15 hours per week between the hours of 8am – 6pm, Eastern Time.

ACC is an equal opportunity employer. Please email a cover letter describing your specific interests and qualifications for the internship as well as a copy of your resume with “EXEC & OPS INTERN” in the subject line to opportunities@accny.org by January 2, 2022. Only applicants with legal authorization to work in the United States will be considered. For more information on ACC, visit www.asianculturalcouncil.org.