

# Employment Opportunities

## DOUGLAS K. BEREUTER PROGRAM FOR JUNIOR ASSOCIATES IN ASIAN AFFAIRS

The Asia Foundation invites recent post-graduate degree holders to apply for a limited number of opportunities as Junior Associates in Asian Affairs in the Foundation's offices in San Francisco, San Leandro, or Washington, D.C. These short-term affiliations are to further the professional development of individuals specifically interested in Asia. The successful applicants will gain further knowledge of the region and an understanding of the Foundation's work through specific assignments such as the following: conducting research; contributing to proposal development; assisting with the design and implementation of programs; preparing reports on Foundation projects; and other tasks as needed.

The Junior Associate positions are offered in the **summer** (*June – September*) and the **fall** (*October – December*), **both based on available funding**. The application period begins in **mid-March** and ends in **mid-April**, two months prior to the program period.

### CURRENT OPPORTUNITIES:

Three full-time Junior Associate positions will be available during this summer. Each Junior Associate will receive a transportation allowance, a bi-weekly salary, and offered medical, dental, and vision benefits during the three-month program period. For a list of frequently asked questions, please [click here](#).

### THE ASIA FOUNDATION:

The Asia Foundation is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia. Informed by six decades of experience and deep local expertise, our work across the region addresses five overarching goals—strengthen governance, empower women, expand economic opportunity, increase environmental resilience, and promote regional cooperation.

Headquartered in San Francisco, The Asia Foundation works through a network of offices in 18 Asian countries and in Washington, DC. Working with public and private partners, the Foundation receives funding from a diverse group of bilateral and multilateral development agencies, foundations, corporations, and individuals. In 2017, we provided \$83.7 million in direct program support and distributed textbooks and other educational materials valued at \$8.7 million.

### REQUIRED QUALIFICATIONS:

The position for the Douglas K. Bereuter Program for Junior Associates in Asian Affairs is expected to be very competitive. We are seeking talented, high-energy individuals who will benefit from his/her affiliation with the Foundation and contribute to the organization as well.

Candidates must have the following:

- Received a post-graduate degree within the past two years. In addition, to be considered a candidate must have completed and obtained this degree prior to the beginning of the program period
- Completed graduate studies in Asia-related areas: international relations, international development, public administration, public policy, law, political science, economics, or sociology with work experience in Asia
- Must be legally eligible to work in the United States (**sponsorship will not be provided**) Strong written and verbal communication skills
- Great organizational skills

- Great computer skills

**REQUIRED DOCUMENTATION:**

1. Cover letter describing why you are interested in applying for this opportunity and what particular knowledge and skills you would bring to the Foundation. Please be aware that your cover letter will also be used to assess your writing capabilities
2. Resume
3. Official Transcript confirming the completion of your post-graduate degree OR an official letter from your school confirming that your degree is currently in process and that you are on track to graduate before the start of the program. This letter must include your course completion date. Either the official transcript or the confirmation letter should be attached to your online application within our system.
4. Two academic letters of recommendation should be attached to your online application within our system

**FOR A LIST OF FREQUENTLY ASKED QUESTIONS, PLEASE [CLICK HERE](#).**

**APPLICATIONS WILL BE CONSIDERED COMPLETE ONLY IF WE RECEIVE THE APPLICATION ONLINE AND ALL OF THE REQUIRED DOCUMENTS ARE SUBMITTED PRIOR TO THE DEADLINE.**

**TO APPLY, [CLICK HERE](#)**