



The U.S. – Indonesia Society (USINDO) is seeking a qualified program intern to contribute to its mission and goals. The mission of the United States-Indonesia Society is to expand mutual understanding in the areas of politics, economics, history, culture, and to strengthen the bilateral relationship.

Organization: The U.S. - Indonesia Society (USINDO) based in Jakarta

Position Title: **Program Intern for Jakarta Office – PART TIME/FULL TIME** (Duration 3-6 months, starting February 2015)

**Duties:**

Research for program development and strategic planning.  
Assist Country Representative in developing and conducting program/projects.  
Write event notice and report.  
Develop a solid USINDO database.  
General office support and other administrative tasks.

**Benefits:**

Opportunity to meet and interact with officials and experts working in the US- Indonesia relations field.  
Experience in non-profit management and operations.  
Opportunities to contribute to develop and initiate idea for programs.  
Letters of recommendation provided upon successful completion of the internship.  
This is an unpaid internship. However, small allowance will be provided.  
A successful intern may be considered as a permanent staff.

**Qualifications:**

Fresh graduate or currently enrolled in an accredited Bachelor's or Master's degree program focusing on International Relations, Political Science, or Social Sciences.  
Interest in Indonesia and US-Indonesia relations.  
Proficiency in Microsoft Office applications, particularly with MS Outlook, MS Word and MS Excel.  
Strong writing and verbal communication skills in English.  
Strong research skills.  
Strong inter-personal and communication skills  
Have a strong initiative and hardworking  
Proven organizational skills and attention to detail  
Professionalism

For more information about our work, visit [www.usindo.org](http://www.usindo.org)

To apply, send cover letter, resume, writing sample, and TOEFL result (if available) to [aafero@usindo.org](mailto:aafero@usindo.org) and [hmargaretha@usindo.org](mailto:hmargaretha@usindo.org). Submission must be sent before Friday, January 23, 2015 at 6 p.m.

**No phone calls please.** Applicants that qualify for an interview will be contacted via email or phone.

Thank you.