

Asian Women In Business

Job Title: College Intern/Undergraduate or Graduate student at any of the CUNY Campuses
Location: Financial District in Lower Manhattan

Required Skills: Candidate must possess excellent verbal and written communication skills (a writing sample is required). Good team player with proven IT skills, including spreadsheets, databases and desktop publishing. Ability to speak an Asian language is a plus, but not required. This is an excellent opportunity for a student who is committed to a program benefiting the Asian American community.

Work Hours: 15 - 20 hours required per week. Mutually agreed upon schedule between 10:00am to 6:00pm, Monday thru Friday

Compensation: \$10.00 per hour

Sample Projects and Tasks:

- * Maintain organization's extensive database
- * Provide general administrative support i.e. answer telephones
- * Update the organization's website, including the development of content
- * Assist organization in organizing programs and events
- * Other tasks and activities, depending on the skills of the candidate.

To be considered for the position, please send resume and cover letter to Ms. Bonnie Wong, Asian Women In Business, bwong@awib.org , Tel: 212.868.1368

About AWIB: AWIB is a nonprofit, tax-exempt organization with the primary mission of assisting Asian women entrepreneurs. AWIB addresses identified needs and issues affecting the business and professional development of Asian American women. For further information, visit www.awib.org