

# Asia Society Career Opportunity

**Location:** New York

**Position:** Ecommerce and Social Media Assistant (Grade 2) — Code FY1319

**Purpose:**

To assist with enhancing, updating and maintaining AsiaStore’s retail website and spearhead AsiaStore’s social media initiatives.

**Responsibilities:**

Assisting AsiaStore merchants with online content development, product management, site enhancement/maintenance and spearheading AsiaStore’s social media initiatives in an effort to maximize outreach and visibility.

**Requirements:**

Strong computer skills, including Illustrator Photoshop, InDesign, HTML and video editing; experience with social media, including blogging, Facebook and Pinterest; strong writing and photography skills; well organized; ability to multitask; problem solving capability; ability to work independently and implement merchandising and marketing directives. Associate Degree with at least one year of website development experience preferred; ecommerce and social media experience recommended.

**How to apply:**

Please email your cover letter and resume, indicating position reference code and salary requirements, to:

[asiastorejobs@asiasociety.org](mailto:asiastorejobs@asiasociety.org)

Indicate job title and job code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

*Asia Society is an equal-opportunity employer.*

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**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)