

Asia Society Intern Opportunity

Location: New York

Department: Global Initiatives – Social Media, Marketing, and Outreach

Period of Internship: Fall/Winter 2014/15

Announcement:

Asia Society, a leading non-profit cultural and educational institution, seeks a talented intern to assist the Global Initiatives team with its social media, marketing and outreach operations. The ideal candidate for this internship is someone who is web and social-media savvy with strong research/writing and organizational skills and keen interest in Asia. The intern should be a student or recent graduate with an interest in gaining experience working in an international organization. She or he should be available to come to Asia Society between 20-30 hours/week for 4-6 months.

The intern will receive training and hands-on experience in the following areas: Providing ongoing assistance by executing and implementing key assigned tasks in support of the Global Initiatives social media strategy; assisting in managing the social networking platforms/various focus channels of the department (Facebook, Twitter, LinkedIn, Hootsuite); researching various issues on leadership, foreign policy, gender issues, and staying up-to-date on current developments in Asia, in order to assist in creating relevant content for the GI department's focus channels; assisting with administrative tasks such as coordinating support; and writing, editing, and proofreading content for the department's websites and newsletters; assisting with administrative and logistical duties as needed; and assisting with events after-hours as needed (2-3 times per month) This is an **unpaid** internship.

Education and prior experience most suited for this internship:

Current student or recent graduate; demonstrated strong interest in Asia; knowledge of an Asian language a plus but not required; experience or interest in managing departmental social media accounts; strong computer skills, including experience with Microsoft Office suite, cloud computing, web content management, and social media; strong writing skills and attention to detail; ability to perform under pressure/time constraint; good organization skills and ability to work independently; native or proficient English speaking and writing.

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How to apply:

To apply, kindly email the following:

1. Cover letter, indicating your interest in the position and the days and hours you are available to work;
2. Most recent resume;
3. Writing sample (3-5 double-spaced pages; abstracts are accepted) in Word or PDF format;
4. E-mail Kathryn Cárdenas at kcardenas@asiasociety.org with subject line:
**GLOBAL INITIATIVES, SOCIAL MEDIA, MARKETING AND
OUTREACH INTERNSHIP**

No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.

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