**Asia Society Career Opportunity**

**Location: New York**

**Position: Part – Time Ecommerce and Marketing Associate (Grade 3) Code 1715**

**Purpose:**

To assist merchandising team with updating, maintaining and enhancing AsiaStore’s retail website and Social Media platforms to increase outreach and visibility and maximize sales opportunities in accordance with AsiaStore’s merchandising and marketing initiatives.

**Responsibilities:**

* Website: content development
* Website: seasonal updating and maintenance
* Website: enhancements and optimization
* Online product management
* Development of Social Media Content
* Strategic Social Media Posting
* Evaluation and review of statistical performance

**Requirements:**

* 1-3 years of retail marketing, ecommerce, social media experience
* Strong Computer, Ecommerce and Social Media Skills: Photoshop, Illustrator, Facebook, Pinterest, Instagram
* Strong Writing skills
* Photography skills
* Able to perform independently and implement merchandising and marketing directives
* Team player; cooperative; dependable, takes initiative; good communicator
* Organized; detail oriented; ability to multi task and prioritize, diligent with follow up
* Problem solving abilities; process improvement orientedwith minimum supervision
* Good judgment, tact and discretion
* Ability to translate ideas into action

**How To Apply:**

Please email your cover letter, resume, and salary requirements to [asiastorejobs@asiasociety.org](mailto:asiastorejobs@asiasociety.org) Indicate job title and reference code 1715 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.

