

Asia Society Intern Opportunity

Location: New York
Department: Asia Society Online
Announcement: Asia Society Online Social Media Intern

Description:

Asia Society, a prestigious non-profit institution that is the leading force forging closer ties between Asia and the West through arts, education, policy, and business outreach, is looking for a talented Social Media Intern to help create editorial content for its award-winning online team. The ideal candidate would be proficient in various social media platforms and be able to work independently.

Responsibilities:

- The Social Media Intern will be responsible for the following areas:
- Help online team produce rich-media editorial content for our institutional website (AsiaSociety.org).
- Maintain and expand various social media platforms.
- Identify trending news stories for aggregation and blog posts.
- Develop social media campaigns to generate crowd-sourced stories.
- Identify how different social media platforms can better serve different departments within the institution.
- Research best practices for social media platforms.

Requirements:

- Proficiency in Facebook, Twitter, Tumblr, Google Plus, Pinterest, Instagram, Storify, Flickr, and other social media platforms.
- Strong and fast writing skills.
- Strong news judgment.
- Familiarity with Google Analytics is preferred.
- Basic HTML and CMS (especially in Drupal platform) preferred.
- Ability to work under pressure/time constraints.
- Good organization skills and ability to work independently required.

Schedule:

The Social Media Intern is expected to work at least 20 hours per week, for a minimum of nine to 12 weeks, at Asia Society headquarters on Park Avenue. Specific schedules can be designed to meet the individual needs of the intern. Please indicate the days and hours you are available to work in your application. The internship is unpaid. School credit is available.

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Fax 212.517.8315
www.asiasociety.org

How to apply:

Please submit cover letter, résumé, relevant URLs to:

Tahiat Mahboob
Producer, Asia Society Online
E-mail: tmahboob@asiasociety.org

No phone calls, please. Only those candidates considered for an interview will be contacted.

Please subscribe to our online newsletters and receive information about Asia Society's programs and activities: <http://asiasociety.org/email-newsletter-signup>