

# Asia Society Intern Opportunity

**Location:** New York

**Department:** Online

**Period of Internship:** June 2015 — August 2015

## Announcement:

Asia Society, a prestigious non-profit institution that is the leading force in 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.

As an intern with Asia Society, you will receive training and experience in furtherance of and related to, your professional development and/or academic pursuits. The training and experience that you will receive as an intern is for your benefit, and any benefit that Asia Society may enjoy is incidental to that goal.

## Education and prior experience most suited for this internship:

The ideal candidate would be proficient in various social media platforms and be able to support the Online team independently.

Requirements for the internship include but are not limited to 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. Knowledge of HTML and CMS (especially in Drupal platform) preferred. Good organization skills and ability to succeed under pressure/time constraints.

The Social Media Intern will learn new skills and be responsible for the following areas: 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. Research best practices for social media platforms. Identify how different social media platforms can better serve different departments within the institution. Help the Online team in uploading and organizing content to the institutional website (AsiaSociety.org) and other platforms.

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New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)

**How to apply:**

Please submit the following to apply for this internship:

1. Cover letter
2. Resume
3. Availability between June 2015 — August 2015
4. Any relevant social media samples (profiles, reports, campaigns, etc.)

Send your application to:

Tahiat Mahboob  
Senior Multimedia Producer, Asia Society Online  
E-mail: [tmahboob@asiasociety.org](mailto:tmahboob@asiasociety.org)

*Applications that do not have all requested material will not be considered.*

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>

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