



## *Navigating Shared Futures*

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## **Asia Society Southern California Internship Opportunity**

**Location:** Remote

**Position:** “Asian Women Empowered” (AWE) Social Media Intern

**Purpose:** Asia Society Southern California is seeking an intern with a demonstrated interest in the advancement of women across the Asian diaspora to lead the social media presence for its latest initiative, “Asian Women Empowered” (AWE). This is an exciting opportunity for a digital-savvy communicator invested in building solidarity within the global community of Asian and Asian American women, regardless of geography or industry. The AWE social media intern will sharpen their existing marketing and communication skills while contributing to the conversation on Asian women’s landmark achievements and the obstacles they face.

### **Responsibilities:**

The intern will be responsible for curating and creating content to be shared primarily on the Asian Women Empowered Instagram account. They will be focused on developing strategic and creative content planning in order to grow AWE’s social audience as well as engage and retain its followers. They will also provide social media coverage of AWE events, whether virtual or in-person. The time commitment is approximately one hour per day, Mon-Fri.

**Requirements:** Previous marketing and outreach experience preferred; highly adept with using social media as a marketing tool; familiarity with similar organizations in the AAPI community and understanding of how to leverage them as promotional partners; strong interest in diversity and inclusion, pop culture, women’s issues, and Asian and Asian-American topics and culture; skilled researcher, writer, and editor with an understanding of voice and tone; excellent attention to detail and visual sense; proficiency using Canva, editing software (e.g. Final Cut Pro), and Adobe Creative Suite a plus; reliable self-starter and problem-solver who is able to work independently to meet tight deadlines; and flexibility and ability to multi-task in fast-paced, entrepreneurial environment.

**Schedule:** Internships are unpaid positions. Candidates are required to commit to a minimum of 16 weeks and at least 10 hours a week for this role.

**How to Apply:** E-mail, in a PDF or Word file, with the subject line “ASSC AWE Social Media Internship.” 1) a cover letter, indicating your interest and qualifications for the position and 2) a resume to [lhuang@asiasociety.org](mailto:lhuang@asiasociety.org). As an optional attachment, please include a portfolio of past social media/marketing samples if you have one.



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Incomplete applications will not be considered. Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please. Position is open until filled.

**About Asia Society:** Founded in 1956, Asia Society is the leading global organization committed to fostering dialogue and building a community for all those with an interest in Asia. As one of thirteen centers worldwide, Asia Society Southern California offers fresh perspectives on the forces and issues shaping relations between the U.S. and Asia. From entertainment to business, politics, and social issues, we present innovative, multidisciplinary programs that bring together members and experts to create an active, informed community.

**About Asian Women Empowered:**

Asian Women Empowered, or “AWE,” is the latest initiative from Asia Society Southern California. Launched in 2021, AWE is a full-scale investment in the power and potential of Asian women, aiming to build the foremost global network of Asian women through programming, mentorship, and research. Find out more about AWE at [asiasociety.org/asian-women-empowered](https://asiasociety.org/asian-women-empowered)