

## Asia Society Southern California Internship Opportunity

**Location:** Remote from the Greater Los Angeles Area / Orange County

**Position:** Social Media Intern

**Purpose:** Asia Society Southern California is seeking an intern with a demonstrated interest in the economic, cultural and political challenges facing the United States and the countries of Asia to support its social media activities. This is an exciting opportunity for the selected intern to sharpen existing marketing and communication skills while keeping current on the latest topics of concern in the areas of business, media/entertainment and policy impacting Asians and Asian Americans, especially in Southern California.

### **Responsibilities:**

The intern will be responsible for curating and creating content to be shared on our various social media platforms. The time commitment is approximately one hour per day, Mon-Fri. Prior to starting, the intern must attend a one-day training session at the ASSC office in Downtown Los Angeles / Little Tokyo.

**Requirements:** Previous marketing and outreach experience preferred; highly adept with using social media as a marketing tool; strong interest in local news, events, businesses, as well as organizations pertaining to Asia and Asian-American topics and culture; proficiency using video equipment, editing software (e.g. Final Cut Pro), and Adobe Creative Suite a strong plus; strong research, writing, and editing skills; excellent attention to detail; 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 12 weeks and at least 5 hours a week for this role.

**How to Apply:** E-mail, in a PDF or Word file, with the subject line "ASSC Social Media Internship:" 1) a cover letter, indicating your interest and qualifications for the position and 2) a resume to [luang@asiasociety.org](mailto:luang@asiasociety.org). 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.

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725 Park Avenue

New York, NY 10021-5088

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**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 eleven centers worldwide, Asia Society Southern California offers fresh perspectives on the forces and issues shaping relations between the U.S. and Asia. From film to business, politics, and social issues, we present innovative, multidisciplinary programs that bring together members and experts to create an active, informed community.

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