

Asia Society Internship Opportunity

Location: New York
Position: Asia Society Online Social Media Intern
Posted: 8/31/11

Description:

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 expand and engage our communities around the world.

The ideal candidate must have strong news judgment, a demonstrated presence on social networking tools like Twitter, Facebook and LinkedIn, an aptitude for testing out new tools and platforms and the ability to work individually and collaboratively.

Responsibilities:

The Social Media Intern will be responsible for the following areas:

- Maintain and administer local Facebook pages to encourage conversations and encourage new fans and followers.
- Test out new apps for Facebook pages: for ex., Yelp, Flickr, Welcome pages.
- Identify news articles and latest trends for publication on main Twitter and Facebook accounts.
- Coordinate messages for marketing and promotion across Asia Society departments.
- Analyze traffic, trends and key influencers online.
- Generate social media campaigns for Asia Society events.
- Assist with social media workshops.

Requirements:

- Demonstrated social media presence on Twitter, Facebook and LinkedIn.
- Familiarity with social media networks and tools: Google+, Tumblr, YouTube, Vimeo, RSS, email newsletters and search engines.
- Excellent communication skills and solid writing skills. Must be able to write headlines/teasers.
- Must be outgoing, personable and energetic.
- Ability to work under pressure/time constraints.
- Good organization skills and ability to work independently required.
- Preferred: Experience in Photoshop and marketing or communications-related field.

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725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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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.

Deadline:

ASAP.

How to apply:

Please send resume and cover letter with relevant social media links to:

Shreeya Sinha
Producer, Asia Society Online
E-mail: onlinejobs@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>

The Asia Society is an equal-opportunity employer.

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