Headquartered in New York City, the Asian Cultural Council (ACC) is a leading nonprofit foundation working in cultural exchange between Asia and the U.S. to advance international dialogue, mutual understanding, and respect. Individual fellowships and organizational grants are awarded to support research, study, and creative work by leaders practicing 16 disciplines in the arts and humanities in the U.S. and 25 countries in Asia. ACC staff in New York City work closely with four regional offices in Hong Kong, Taipei, Tokyo, and Manila.

Internship Overview
ACC offers paid semester and year-long internships to undergraduate and graduate students and professionals. Given the small size of ACC’s staff, interns engage in meaningful projects that provide in-depth exposure to an international nonprofit arts organization. ACC interns work closely with their supervisor to set and track their professional development goals across the duration of their time at ACC. ACC interns have opportunities to learn from peers and colleagues across the organization in regular intern gatherings, share-outs from different departments, cross-departmental and all-staff meetings.

ACC currently seeks an intern to enhance ACC’s presence on social media, including, but not limited to: Facebook, Instagram, Twitter, and LinkedIn via Hootesuite.

Responsibilities:
- Help coordinate content and postings for ACC’s social media platforms
- Enhance ACC’s social media presence through regular, quality posts and increase month to month followers and likes through organic growth strategies
- Respond and interact with followers via social media in a professional, friendly manner
- Take photos and videos at events for social media content
- Assist in writing copy for creative content such as email marketing campaigns, flyers, etc.
- Assist in website content updates as needed (blog posts, alumni events)
- Assist in streamlining, organizing, and archiving media for marketing purposes (photos, videos, testimonials, etc.)
- Maintain hygiene of contact lists and database content as needed
- Provide support for events, including creating invitations, guest list management, catering

Requirements:
- Exceptional communication skills (verbal/written) and attention to detail
- Experience managing social media platforms with a track record of ability to grow audience
- Professional demeanor, ability to work with a team, handle multiple tasks simultaneously, and work effectively and efficiently to meet deadlines
- Creative, proactive, and enthusiastic to promote ACC, with an eye for design
- Proficiency in Microsoft Office Suite 365 (Adobe InDesign, Adobe Photoshop, Hootesuite, Bloomerang, and Constant Contact a plus, though not required)
- Photography and videography skills a plus
- Fluent in English. Proficiency in another language a plus, but not required

All ACC staff are currently working remotely and expect to return to a hybrid in-person / work-from-home schedule in early 2022. This position will follow updated staff arrangements for in-person and remote work as they develop. A laptop will be provided. The internship will begin in early February 2022 and end in May/June 2022, with the potential for renewal. Interns are paid $17.50 per hour, with expectations to work 15 hours per week between the hours of 8am – 6pm, Eastern Time.

ACC is an equal opportunity employer. Please email a cover letter describing your specific interests and qualifications for the internship as well as a copy of your resume with “MAR/COMMS INTERN” in the subject line to opportunities@accny.org by January 2, 2022. Only applicants with legal authorization to work in the United States will be considered. For more information on ACC, visit www.asianculturalcouncil.org.