



## ACC Internship: Social Media

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 summer, 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.

This position reports directly to the Director of Marketing & Communications and has potential for growth and training across digital media marketing platforms outside of social media.

### Responsibilities

- Manage ACC's Social Media platforms including, but not limited to: Facebook, Instagram, Twitter, and LinkedIn via Hootsuite
- Enhance ACC's social media presence through regular, quality posts
- Increase month to month followers and likes through organic growth strategies
- Respond and interact with followers via social media in a professional, friendly manner upholding ACC's brand and tone of voice
- Source photos and videos for social media content through grantee content requests and ACC media archives
- Support the Marketing & Communications team as directed by manager

### 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
- A portfolio or links of past accounts (personal or professional) managed by candidate will be requested during the interview process
- Proficiency in Microsoft Office Suite 365 (Adobe InDesign, Adobe Photoshop, Hootsuite, Bloomerang, and Constant Contact a plus, though not required)
- Experience in digital marketing a plus (eMarketing, Google Analytics, etc)
- Fluent in English. Proficiency in another language a plus, but not required

All ACC staff are currently working remotely through June 2021. This position will be remote, with regular check-ins and online meetings with the Marketing & Communications team via online conferencing. A laptop will be provided. The internship will begin immediately and pays \$15 per hour, with expectations to work 10-15 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 ACC SOCIAL MEDIA INTERN in the subject line to [opportunities@accny.org](mailto:opportunities@accny.org) by **October 15, 2020**. Only applicants with legal authorization to work in the United States will be considered. For more information on ACC, visit [www.asianculturalcouncil.org](http://www.asianculturalcouncil.org).