



asian cultural council

new york
hong kong
manila
taipei
tokyo

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Isaac Shapiro
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Summer Internship - Communications

About Us:

The Asian Cultural Council deepens international dialogue, understanding and respect through cultural exchange activities in Asia and the United States to create a more harmonious and peaceful world. This mission is accomplished through fellowships and programs that support individual artists, scholars, and arts professionals.

Responsibilities:

- Email marketing campaigns, including the development of emails, flyers, etc.
- Increase social media presence by increasing followers and likes by 5%
- Provide support for in-house events, including invitations; guest list management; catering
- Assist in writing copy for creative content
- Assist in streamlining website content
- Maintain hygiene of contact lists and database management
- Assist in maintaining ACC's online presence on nonprofit databases
- Editorial calendar development

Requirements:

- Exceptional communication skills (verbal/written) and attention to detail
- Knowledge of AP Style
- Ability to handle multiple tasks simultaneously and work effectively under deadlines
- Proficiency in Microsoft Office Suite 365 (Adobe InDesign, Bloomerang and Constant Contact a plus, though not required)
- Fluent in English. Proficiency in another language a plus but not required

Internship begins immediately and pays \$15 per hour, 10 - 15 hours per week. Please email opportunities@accny.org for more information.

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