



Internship Opportunity

Position Title	Social Media and Communications Intern
Location	4700 Reed Road, Suite B Upper Arlington, OH 43220
Department/Section	
Employment Status	Volunteer
Schedules	Flexible, but must be available to work from the office at least once per week
Duties	<ul style="list-style-type: none"> • Regularly update the AACCS website and social media content including information about our future events, photographs and summaries of past events, and recent achievements. • Keep current website content (including programs and staff pages) and social media posts on Facebook page. • Establish and run Instagram and Twitter accounts for AACCS and its programs including Tweeting information about AACCS and media coverage on AAPI community issues. • Develop monthly or bi-weekly newsletter on the activities of AACCS and issues affecting the AAPI community. • Manage email subscription list. • Participate in social media campaigns on issues affecting the AAPI community.
Education	Completion of or current enrollment in an undergraduate program. Communications field preferred.
Required Qualifications	<ul style="list-style-type: none"> • Basic knowledge on how to update content on websites and on social media. • Ability to generate multimedia content (including Facebook posts and Tweets) that is appropriate in a professional context without close supervision.
Desired Qualifications	<ul style="list-style-type: none"> • Knowledge of issues affecting Asian-American/Pacific Islander communities. • Desire to raise awareness of issues affecting Asian-American/Pacific Islander communities. • Past experience working in a nonprofit setting.
Posting Dates	Rolling
How to Appl	Email resume and writing sample (no longer than 2 pages) to info@aacsohio.org