



Founded in 1956 by John D. Rockefeller 3rd in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center (“ASHK”) is an affiliate of The Asia Society and is currently looking for a high caliber candidate to join our team.

COMMUNICATIONS OFFICER (CONTRACT)

Responsibilities:

- Manage and update the website regularly;
- Compile e-marketing materials, including newsletters;
- Manage all social media accounts, including crafting posts and creating graphics;
- Film and edit videos for various initiatives;
- Help cultivate new and maintain existing media relations;
- Assist with daily media monitoring;
- Maintain internal digital media and media-related databases;
- Translate materials for website, social media, media and other initiatives;
- Support the running of program broadcasts;
- Assist with ad hoc projects and other tasks, as needed.

Requirements:

- University degree in Communications, Marketing, Journalism or related disciplines;
- 1-3 years' relevant experience in communications, marketing and/or public relations; fresh university graduate will also be considered;
- Excellent communication skills in English and Chinese (Cantonese and Mandarin);
- Knowledge and experience in website management, social media and/or media
- Good video production skills, including filming and editing;
- Knowledge and experience in HTML a plus;
- Team player with an eye for detail and ability to multi-task, work independently and under pressure in a fast paced, dynamic environment;
- Can-do attitude, proactive, creative and willing to learn;
- Good organizational and administration skills;
- Proficiency in Microsoft Office, Chinese Word, Adobe Creative Cloud, and Canva