



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

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 both written and spoken English and Chinese (Cantonese and Mandarin);
- Knowledge and experience in website management, social media and/or media; understanding of Chinese social media landscape will be an advantage.
- 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

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to hrhk@asiasociety.org.hk

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.