



www.asiaohio.org

Position available: **Social Media Assistant**

(Full time position)

Location: Akron, OH (Cleveland as needed)

Pay Rate: Based on Qualifications

ABOUT ASIAN SERVICES IN ACTION

Asian Services in Action (ASIA) was founded in 1995 by four Asian immigrant women who sought to improve the quality of life for Asians in Northeast Ohio.

ASIA is the largest comprehensive health and social services 501(c)(3) organization serving the Asian American, Pacific Islander (AAPI), immigrant, refugee, and other communities in the State of Ohio. ASIA has taken on the challenge of helping the underserved, low-income and immigrant communities across the state. The organization provides social services and health care services for over 58,000 individuals coordinated out of three offices located in Cleveland and Akron, Ohio. ASIA provides culturally and linguistically appropriate resources to ensure effective programming that addresses the needs of the community. The organization also serves as the leading advocacy voice for Ohio's AAPIs, working in partnership with other Ohio AAPI ethnic, voluntary, and social organizations.

DUTIES AND RESPONSIBILITIES

- Create regular Social Media content across ASIA's channels (Facebook, Twitter, Instagram, and LinkedIn) for our 9 program departments in both Akron and Cleveland, Awareness days/months, and public service announcements with guidance from Communications Specialist
- Support all digital media needs including managing, engaging, and monitoring social media platforms (Facebook, Instagram, LinkedIn, Twitter), website content management, and production of videos
- Provide graphic design support for print and digital material development, such as flyers, infographics, and social media posts
- Create and manage content calendar to ensure posts are effectively and strategically executed
- Create monthly reports on social media content performance and reach across our respective channels
- Maintain ASIA organizational event calendar
- Reports to Communications Specialist and Chief Executive Officer.
- Administrative tasks as needed

QUALIFICATIONS

- Associate or Bachelor's degree in Communications/Media
- Strong writing and communication / Copywriting
- Graphic design capabilities (Adobe or Canva)

- Microsoft Office proficiency
- Flexibility and timeliness
- Familiarity with WordPress
- Reliable transportation/ability to drive between Akron and Cleveland on occasion
- Flexibility to work occasional evenings & weekends (flex available)
- Experience with Social Media scheduling platforms
- Flexibility to address immediate or last minute communications needs
- Ability to lift 25 lbs

Interviewees may be requested to create sample social media posts and graphics to showcase writing and graphic design capabilities.

GENERAL INFORMATION

Please email cover letter and resume to Anna Chen at achen@asiaohio.org. NO CALLS PLEASE.

Asian Services in Action (ASIA) promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.