

# Asia Society Career Opportunity

**Location: New York**

**Position: Program Officer (Grade 5) Code 1720**

## **Purpose:**

The Program Officer provides logistical and coordination support for Asia Society Policy Institute's policy initiatives, operations, and to the Diplomat in Residence/Senior Fellow; coordinates policy-related events for ASPI, and provides research support. This is a temporary position, running through early April 2018.

## **Responsibilities:**

- Provide support to the Diplomat in Residence, including managing invitations, scheduling and preparing for meetings, coordinating travel arrangements, processing and tracking expenses, and drafting/editing/engaging in correspondence.
- Develop and maintain systems and procedures to ensure timely and efficient administrative workflow.
- Assist in maintaining the Institute's database of contacts and mailing lists.
- Assist in coordinating private and public events and meetings, including booking facilities, arranging catering, drafting and distributing invitations, and collecting/tracking RSVPs.
- Liaise with ASPI's DC office and other ASPI senior staff on programs, activities, and events.
- Prepare materials for use in public and private events, including but not limited to public announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and content or social media describing the event.
- Assist the Diplomat in Residence in drafting talking points, papers, articles, and other content.
- Provide research assistance to the Diplomat in Residence and the department, including trip preparation and project-related background and analysis.
- Provide logistical and coordination support for and collaborate on the development of new and current policy initiatives for ASPI.
- Other duties as assigned.

ASIA  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.  
ZURICH

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
AsiaSociety.org

**Requirements:**

- College degree required (in social sciences preferred), with two-three years of related work experience.
- Demonstrated interest in policy issues and/or Asia.
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details.
- Highly organized, with strong attention to detail and an entrepreneurial spirit.
- Excellent written and oral communication skills, including proofreading, and editing skills, and ability to research information and present it concisely.
- Resourcefulness, with an orientation to measurable results;
- Strong ability to interact across time zones and with diverse constituencies, including experts, trustees, funders/donors, and all levels of staff with tact and good judgment.
- Excellent computer skills. Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook); knowledge of Prezi and database software preferred.
- Team player willing to assist where needed.

**Competencies:***Leadership:*

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

*Professional and Results-Oriented:*

- Seeks to consistently produce results that achieve goals and objectives.
- Conscientious and efficient in meeting commitments and observing deadlines.
- Able to work independently with minimum supervision.
- Good judgment, tact and discretion.
- Ability to translate ideas into action.

*Collaboration and Teamwork:*

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones.

- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships.
- Acts as a global facilitator to have conversations, exchange ideas and build understanding.

*Innovation:*

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking).
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

*Technical Expertise:*

- Professional competencies in the related field of work.
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes.

**How to Apply:**

Please email your cover letter, resume, and salary requirements to [aspjobs@asiasociety.org](mailto:aspjobs@asiasociety.org). Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.