

Asia Society Career Opportunity

Location: New York
Position: Associate Director, Center on US–China Relations (Grade 8) – Code FY118
Posted: 10/7/10

Purpose:

The Associate Director will assist in running all aspects of the Center on US-China Relations, which is dedicated to promoting better understanding of U.S.-China relations through research, the distribution of timely information on critical issues, the creation of collaborative projects, and the development of creative public programming aimed at educating the American and international public on Sino-US affairs.

The Associate Director will also help manage and contribute content to an innovative new China-focused website, ChinaFile, being developed by the Center on US-China Relations. The website will cover topics including Chinese media, policy, literature, environment, and business, and rely heavily on the use of multimedia to help educate a global audience about new developments in China and Sino-US Relations.

Responsibilities:

- Assist the Director in overseeing and running the Center’s activities and staff
- Manage Center efforts to become a stronger public voice on issues regarding U.S.-China relations by conducting research, writing articles and op-ed pieces, arranging and giving briefings, being available for media interviews, and helping to oversee our ongoing multi-media web presence.
- Preside over select public events sponsored by the Center both in New York City, elsewhere in the US, and around the world.
- Participate in relevant outside meetings relating to Center activities both here and in China.
- Oversee budgetary planning with the Assistant Director.
- Oversee editorial content for website.
- Identify leading journalists, scholars, photographers, and videographers and other content providers both in the U.S. and China, solicit their collaboration, and provide editorial guidance.
- Assist in managing collaborative relationships with counterpart organizations in both the United States and China.
- Assist in fund-raising activities.
- Help recruit and manage the Center staff and work and oversee Center Fellows.
- Participate in Center-sponsored public events.

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Requirements:

- Fluent Mandarin Chinese and English.
- Advanced degree in Chinese studies.
- 6-8 years experience in Sino-US Relations preferred.
- Knowledge of and working experience in US and Chinese academia or media.
- Deep knowledge of Chinese affairs, including current affairs, media and the Internet, policy and history.
- Familiarity with political, cultural, and business circles in China.
- Editorial/journalism experience with focus on China or US-China relations a plus.
- Self-motivated, disciplined, with ability to carry out long-term projects.
- Excellent writing and research skills, public speaking and interpersonal skills.
- Proven fundraising experience preferred.

How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: chinacenterjobs@asiasociety.org. Indicate job title 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.

Thank you for your interest in the position and Asia Society. Please subscribe to our online newsletters and receive information about Asia Society's programs and activities: <http://asiasociety.org/email-newsletter-signup>

The Asia Society is an equal-opportunity employer.

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