

## Asia Society Career Opportunity

**Location:** New York  
**Position:** Program Associate, EVP's Office (Grade 5) – Code FY116  
**Posted:** 10/7/10

### Purpose:

To assist the Executive Vice President in all activities, including supervising all programmatic and strategic planning and assessment activities of the Society (housed under the departments of Global Policy Studies & Initiatives; New York Public Programs; Communications and Asia Society Online; Education; the Center on US-China Relations; and Administration, Strategic Planning & Assessment. Overseeing programs, policy, and strategy throughout the Society's ten Centers in the US and Asia; managing all Center initiatives and facilitating communications and regular calls and meetings with Centers. Working closely with the President's Office on issues related to programming, the Centers, and the Society's Global Council and international advisory boards and committees.

### Responsibilities:

#### Administrative

- Assist and support the Executive Vice President in all aspects of overseeing activities, programs, and strategic planning and assessment for the Society;
- Responsible for Executive Vice President's office administration: interfacing with President's Office, Centers, and Programming departments; maintaining all files and records;
- Maintain the Executive Vice President's calendar: schedule appointments, transportation, travel, trip-related files, and materials;
- Prepare expense reports for the Executive Vice President;
- Collect and compile program-related information and materials from all programming departments for annual board meetings;
- Handle incoming and outgoing electronic, mail, and phone correspondence for the Executive Vice President;
- Support the Executive Vice President on supervisory and personnel matters, including managing annual performance evaluations calendar and payroll timesheets;
- Support the Executive Vice President on work, assessment, and planning related to the Global Council
- Schedule staff meetings and other regular meetings and teleconferences for the Executive Vice President;
- Prepare and distribute summaries of conclusions of staff meetings led by the Executive Vice President;
- Handle administrative duties of relevant institution-wide meetings, committees, and task forces for the Executive Vice President;
- Maintain collaborative working relationships with Centers in U.S. and Asia, and assist in tracking progress of Center plans for development;

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**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315

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- Help carry out fundraising tracking for major institutional initiatives, managing contacts with potential sponsors and partners (working closely with External Affairs and relevant Programming departments);
- Other administrative duties as assigned.

### Research and Analysis

- Provide research assistance, including literature and research reviews, for the Executive Vice President's writings, development of materials for distribution, and public/media appearances and interviews;
- Assist in the editorial coordination of article submissions and lectures and presentations;
- Oversee and coordinate preparations of briefing materials for all functions and trips involving the Executive Vice President;
- Investigate and research special areas of focus for programming studies and initiatives, and keep abreast of trends and developments in the Society's fields of interest;
- Conduct other research as assigned.

### Programmatic Analysis and Development

- Facilitate the development and implementation of the Society's strategic planning and assessment process for Programming departments and Centers;
- Help establish and refine benchmarks and metrics to evaluate program performance and track evaluation mechanisms for feedback and program assessment for existing and new programs;
- Gather and synthesize program information, pulling together and analyzing disparate and even contradictory qualitative and quantitative information from a wide variety of sources;
- Assist in the preparation and presentation of accurate program reports, data, and other findings to senior staff and groups within the Asia Society;
- Work to continuously improve the quality and efficiency of all components of the Society: facilitate the flow of information between and among staff and identify redundancies in organizational systems and procedures;
- Monitor and communicate status of ongoing projects, initiatives, and programs throughout the Society, acting as liaison between the Executive Vice President and Programming departments;
- Support Executive Vice President in planning and preparing for annual Center Directors Meeting and tracking of progress in Center planning and development;
- Other duties as assigned.

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### Requirements:

- Bachelor's degree with 3-4 years related work experience preferred.
- Interest and background in Asian-Pacific affairs.
- Positive attitude and disposition.
- Outstanding written, verbal and organizational skills required.
- High degree of confidence and ability to exercise independent judgment.
- Must be flexible, able to set priorities, manage multiple tasks, take initiative, and problem-solve.
- Ability to interact comfortably with all levels of staff and other high-level individuals;
- Positive attitude and disposition.
- Self motivator with creative and entrepreneurial spirit.
- Superb skills in interactive media.
- Proficient in Microsoft Office Suite.

### How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: [HR@asiasoc.org](mailto:HR@asiasoc.org). Indicate job title and job 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.

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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