

Asia Society Career Opportunity

Location: Washington, DC
Position: Program Officer, Washington Office (Grade 5) – Code FY1212
Posted: 10/14/11

Purpose:

The Program Officer coordinates the Asia Society’s policy-related activities in the fields of foreign policy, education, business and cultural diplomacy in Washington. The Program Officer manages the Society’s Congressional outreach and education activities, corporate briefing programs and policy advisory group. He/she also tracks developments related to Asia Society’s priority issues and assists in developing and implementing strategies to promote the organization’s policy and educational work inside the Beltway.

Responsibilities:

- In close coordination with the Director, develop and implement strategies to disseminate and promote key Asia Society policy and education initiatives to relevant government officials and Congressional staff and the broader policy community
- Manage Congressional outreach and education activities, and track and advise senior staff on legislative branch developments related to the Society’s priority issues
- Coordinate corporate briefing programs, including Diplomatic Dialogues and U.S. Ambassadorial Briefings
- Support Asia Society’s policy advisory group, leading experts in the fields of policy, business, education and arts and culture drawn from the U.S. and Asia who provide advice on the direction and scope of the Society’s policy work in Washington and across the organization
- Collaborate on the development of new and current policy projects, including researching and vetting areas of work, analyzing events and drafting policy papers, and preparing and distributing reports
- Coordinate events, conferences, meetings and public programs, including handling event-related logistics, overseeing the marketing of public events, preparing meeting/conference materials, correspondence and follow-up tasks
- Develop and maintain relationships with relevant government officials and staff in the Administration and Congress, think tanks, NGOs, the business community, academic institutions and cultural organizations
- Assist in managing the Office’s publications, including op-eds, blog posts, etc., and content on the Asia Society website

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New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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Requirements:

- College degree required, preferably a Masters degree in political science, international relations, communications or a related field
- 3-4 years of related work experience preferred, including project and event planning and management
- Interest and background in U.S. foreign policy and/or Asian affairs
- Outstanding oral and written communications skills
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, work independently and function under pressure
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies
- Team player willing to assist where needed
- Proficiency in Microsoft Office Suite, Adobe Photoshop and Illustrator
- Image, video and audio editing experience a plus

How to apply:

Please email your cover letter and resume, indicating position reference code and salary requirements, to:

WashingtonJobs@asiasociety.org

Indicate job title and job code FY1212 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.

The Asia Society is an equal-opportunity employer.

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