

Asia Society Career Opportunity

Location: Southern California Center

Position: Assistant Director (Grade 7) Code FY1233

Posted: 6/14/12

Purpose:

The Assistant Director is a multi-faceted position in support of ASSC and the Executive Director. The AD will be responsible for coordinating and managing daily office operations as well as assisting in the overall financial, program, and board management of ASSC.

Responsibilities:

- Oversight for implementation of all aspects of ASSC programs with a commitment to excellence.
- Oversight and implementation of marketing and communications efforts on local website and global AS website and all community outreach efforts.
- Serve as the ASSC membership manager for processing membership dues and applications.
- Manage the day-to-day operations of the ASSC office, including but not limited to budgetary needs of the office, hiring and supervising interns, accounting and recording keeping.
- Collaboration with the Executive Director and other staff and consultants in setting goals and objectives, coordinating efforts, and maximizing the sharing of best practices with AS NY and other AS centers.
- Organizing and assessing staff/ intern training to ensure that all ASSC activities are conducted in accordance with budget priorities and expectations.
- Maintaining excellent communication and collaboration with ASSC board committee members, ASSC partnering organizations, and ASSC networks.
- Providing assistance to Executive Director in developing plans for implementing new initiatives and programs.
- Representing ASSC to external constituencies including donors, special guests, speakers, etc.
- Assisting the Executive Director and the Board with fundraising support.

Requirements:

- Bachelor's degree with 5-6 years related work experience preferred.
- Strong organizational and inter-personal skills with ability to handle multiple tasks.

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WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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- Experience with MS Word, Excel, Raiser's Edge, Quicken and Adobe CS.
- Interest in and knowledge of Asia desirable.

How to apply:

Please email your cover letter and resume indicating position reference code and salary requirements to: JWindler@asiasociety.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.

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