

Asia Society Career Opportunity

Location: New York
Position: Executive Assistant, External Affairs (Grade 5) —
Code 1410

Purpose:

A key facilitator in the communication and interaction between the External Affairs Department, the President, and the Board of Trustees. Support the Vice President, External Affairs in the Department's day-to-day administrative, and operational activities. Organize administrative and development efforts on behalf of the Vice President's Office with Trustees, the President's Office, high-level donors, Asia Society's management and EA's senior staff. The Executive Assistant will serve as the focal point in coordinating and executing the Department's administrative activities.

Responsibilities:

- Manage the VP's calendar by scheduling external and internal meetings, conference calls, making travel arrangements, monitoring expenditures; identify ways to increase the Office's efficiency through planning and ensuring the VP is prepared for meetings, deliverables, etc.
- Coordinate, create, review and edit internal and external correspondence on behalf of the VP and take detailed notes and minutes of board, committee and staff meetings; ensure timely follow-up and reporting;
- Collaborate with the President's Office and EA's Executive Directors to build a strong office culture by supporting the team in staff events, effective communications;
- Coordinate and oversee special projects and meetings with the President's Office, relevant officers, staff and Trustees;
- Conduct research to produce reports, inform and maximize systems' utilization by effectively using Raiser's Edge to enter data, research and information, produce reports;
- Assist in financial administration; expenditure monitoring and reporting in collaboration with the relevant units;
- Provide support to the Department's Executive Directors (3) and others as appropriate;
- Assist in stewardship, cultivation and special events, as required;
- Ensuring compliance and adherence to established policies and procedures;
- Other duties as assigned.

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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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Requirements:

- Bachelor's degree and 3-4 years of relevant administrative experience required;
- Excellent written and oral communications skills;
- Experience in working in a fast-paced and dynamic environment;
- Advanced Microsoft Office Suite knowledge; Prezi skills desired;
- Interest and ability to learn diverse software applications;
- Database management experience preferred;
- Knowledge of and interest in Asia a plus.

Competencies:

- *Professionalism:* Professional competencies in the related field of work; conscientious and efficient in meeting commitments, observing deadlines and achieving results; able to work independently with minimum supervision; ability to operate in compliance with organizational policies; good judgment, tact and discretion;
- *Planning and organizing:* Ability to plan and organize own work in accordance and alignment to organizational and departmental goals; good organizational skills;
- *Communication:* Very good skills in communicating with people from different backgrounds;
- *Teamwork:* Very good interpersonal skills; flexibility and demonstrated ability to work in a multicultural environment;
- *Technological awareness:* Ability to apply technological tools relevant to the job and to keep abreast of developments in the profession;
- *Client orientation:* Skillful in identifying clients' needs; establishing and maintaining effective relationships with internal and external stakeholders;
- *Decision-making:* Ability to make sound and timely decisions.

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How to apply:

For positions in New York, please email your cover letter and resume, indicating position reference code and salary requirements, to:

externalaffairsjobs@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.

Asia Society is an equal-opportunity employer.

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