

Asia Society Career Opportunity

Location: New York

Position: Program Associate, Global Policy Programs, ASPI (Grade 4) — Code 1416

Purpose:

The Program Associate provides administrative support to the Global Policy Programs department/Asia Society Policy Institute (ASPI), and assists with the logistical coordination of events for ASPI, a new independent, non-partisan, global institute focused on tackling the critical political and economic issues facing Asia and the United States (launching in April 2014).

Responsibilities:

- Provide overall administrative support to the department, including meeting scheduling and preparation, coordinating travel arrangements, and drafting/editing correspondence;
- Assist in coordinating operations of the Asia Society Policy Institute;
- Develop and maintain systems and procedures to ensure timely and efficient administrative workflow;
- Oversee and maintain the Institute's database of contacts and mailing lists
- Process and track reimbursements and invoices;
- Prepare meeting/conference materials (PowerPoint presentations, meeting documents/materials, correspondence, etc.);
- Assist in coordinating private and public events and meetings, including booking facilities, arranging catering, drafting and distributing invitations, and collecting/tracking RSVPs;
- Provide research assistance to the department, including trip preparation and project-related background and analysis;
- Provide clerical support, including faxing, photocopying, filing, and maintaining office supplies;
- Other duties as assigned.

Requirements:

- College degree required (in social sciences preferred), with two-three years of related work experience;
- Demonstrated interest in policy issues and/or Asia;
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details;
- Highly organized, with strong attention to detail and an entrepreneurial spirit;
- Excellent written and oral communication skills, including proofreading, and editing skills, and ability to research information and present it concisely;

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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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- Resourcefulness, with an orientation to measurable results;
- Strong ability to interact across time zones and with diverse constituencies, including experts, trustees, funders/donors, and all levels of staff with tact and good judgment;
- Excellent computer skills. Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook); knowledge of Prezi and database software preferred;
- Team player willing to assist where needed.

Competencies:

- Planning and organizing: Excellent planning and organizational skills, strong ability to set priorities, manage multiple tasks, work independently, pay attention to detail, and function under pressure;
- Professionalism: Professional competency in policy research; conscientious and efficient in meeting commitments, observing deadlines and achieving results; able to work independently; excellent judgment, tact and discretion;
- Global mindset: Ability to see the world from multiple perspectives and make decisions that work both locally and globally; strong cultural awareness and understanding;
- Creativity: Ability to solve problems and develop new ideas for activities that advance Asia Society's mission;
- Teamwork: Strong interpersonal skills; flexibility and demonstrated ability to work interdepartmentally in a mid/large-size organization;
- Technological awareness: Ability to use technology relevant to the job and to keep abreast of developments in the field.

How to apply:

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

globalpolicyjobs@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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