

Asia Society Career Opportunity

Location: New York

Position: Assistant Director, China Learning Initiatives, Education (Grade 8), Code 1520

Application Deadline: Open until filled

Purpose:

The Assistant Director is a key part of the Education team at Asia Society that advances an international campaign to promote global learning across the U.S., Asia, and the world. The Assistant Director has particular responsibility in broadening the reach and impact of the various initiatives of the China Learning Initiative, including promoting sustainable growth of effective and innovative Chinese language programs in U.S. schools and enhancing opportunities for U.S.-China cultural and educational exchange.

Responsibilities:

Chinese Language Programs Network and Professional Development

- Maintain and strengthen Asia Society's national network of model Chinese language programs in 100 school/districts in 28 states around the country (Confucius Classrooms Network).
- Collaborate with and advise the director on ways to leverage Confucius Classrooms' professional development programs, and to develop partnerships with national organizations to produce and disseminate professional learning for the broader field of Chinese language and culture education.
- Lead other members of the team to create better partnerships between schools in the U.S. and schools in China and facilitate the Confucius Classrooms participation in the annual National Chinese Language Conference.
- Review and support the communication with the Confucius Classrooms Network in the U.S., to ensure timely submission of grant-related documentation, and execution of grant-related reporting.
- Lead data collection and compilation of best practices for evaluation and fundraising purposes.

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Chinese Early Language and Immersion Network (CELIN)

CELIN convenes and works together with practitioners, researchers, policy makers, parents, and advocates for language learning across the United States and beyond, to strengthen and expand Chinese language education in early childhood, primary grades, and immersion programs.

- Manage CELIN team of external consultants, to define timeline and deliverables.
- Negotiate agreement between Asia Society with CELIN team of consultants, including division of responsibilities, deliverables, intellectual property ownership, etc.
- Liaise between CELIN's team of consultants and funder on yearend report.
- In collaboration with CELIN team, define future goals and projects of CELIN.
- Develop budget proposals and secure funding for CELIN.
- Review monthly report, from CELIN team and advise accordingly.
- Lead data collection and compilation of best practices for evaluation and fundraising purposes.

National Chinese Language Conference (NCLC)

- Strengthen the partnership with existing collaborators, and explore new ones, to continuously refresh this annual conference.
- In collaboration with director of CLI, guide the senior program associate to develop the conference's focus, theme and speaker list. NCLC is an annual conference co-organized by Asia Society and College Board which draws more than a thousand world language experts, practitioners and policy makers each year.

Digital/Online Learning/Raising Awareness

- Support and advise the Director to discover, connect, and secure external individuals and organizations to partner on the development and dissemination of online learning platform and content, e.g. L2/Chase.
- Lead content development for the CLI section of Asia Society's website and newsletter, including writing, editorial and overseeing the production of others, working closely with the assistant director of content and digital strategy as well as other members of the CLI team.
- Support and advise the director of CLI, assistant director of content and digital strategy, in identifying external partners, conceptualizing, developing, and disseminating online learning content about the Chinese language and China.

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- Lead data collection for evaluation and fundraising purposes.

External Relations and Partnership

- In collaboration with the director of CLI and senior program associates, support communications to strengthen relationship with key funders and institutions in China.
- Manage and support the relationship between U.S. and Chinese education officials and organizations, e.g. high-level delegations and people-to-people exchanges.
- Present to national and state audiences on developing Chinese language programs.
- Speak and represent Asia Society at convenings of educators and policy leaders and communicate with the media.

Operations and Team Management

- Assist the director of CLI to manage the CLI budget.
- Travel 15%–20% of the time nationally and internationally.
- Manage members of the CLI team.
- Assist the director with communicating the work of CLI within Asia Society.
- Other duties as assigned.

Qualifications:

- Six to eight years of experience in a position related to Chinese language education preferred.
- Experience overseeing project budgets and supervising staff required.
- Demonstrated managerial and team-building skills.
- Strong project management skills required, working with external consultants/contractors.
- Experience in developing external partnerships.
- Excellent writing, research, and public speaking skills.
- Experience and familiarity with online/digital learning preferred
- Broad knowledge of U.S. education K-16.
- Familiar with Chinese language field - research, curriculum development, teaching, policy, role of heritage communities preferred.
- Experienced at working with educational leaders at local, state and national levels preferred.
- Ability to work cross-culturally and cross-nationally.

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- Native English language fluency required.
- Some Chinese language proficiency preferred.
- Proficient with office software.

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;
- Self- starter with ability to research and handle multiple tasks in a fast-paced environment.

How to apply:

Please email your cover letter, resume, and salary requirements to:

Educationjobs@asiasociety.org

Indicate job title and reference code 1520 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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