

# Asia Society Career Opportunity

**Location:** New York

**Position :** Program Officer, Global Policy Programs, Washington Office  
(Grade 5) Code 1415

**Purpose:**

The Program Officer develops and implements the Asia Society's policy related public activities in Washington as Asia Society launches a new Asia Society Policy Institute. The PO manages the Society's public events in Washington. The PO also tracks developments related to Asia Society's priority issues and assists in developing and implementing strategies to promote the organization's policy work in Washington.

**Responsibilities:**

- Develop, coordinate and implement Asia Society Policy Institute public events in Washington;
- In close coordination with the Director, develop and implement strategies to disseminate and promote key Asia Society policy initiatives to relevant government officials and Congressional staff and the broader policy community;
- Collaborate on the development of new and current policy projects for the Asia Society Policy Institute;
- 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
- Assist in managing the Office's publications, including op-eds, blog posts, etc., and content on the Asia Society social media outlets and website;
- Manage functions related to correspondence, acknowledgements, responding to billings, inquiries, and requests for assistance/information from the public and other entities as appropriate;
- Work closely with New York-based and Asia-based members of the Asia Society Policy Institute team;
- Other duties as assigned

**Requirements:**

Asia  
Society



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MANILA  
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NEW YORK  
SAN FRANCISCO  
SEOUL  
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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](http://www.asiasociety.org)

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- College degree required. Masters degree in political science, international relations, or a related field preferred.
- 2-3 years of related work experience, including in project and event planning and management
- Interest and background in U.S. foreign policy and/or Asian affairs
- Outstanding oral and written communications skills
- Strong ability and experience in interacting with the public and senior government officials, thought leaders, corporate executives and others, and to work collaboratively with each of Asia Society's 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

### Competencies:

- Professionalism: Professional competency in policy research and engagement; conscientious and efficient in meeting commitments, observing deadlines and achieving results; able to work independently with minimum supervision; excellent judgment, tact and discretion;
- Creativity: Ability to solve problems and develop new ideas for activities that advance Asia Society's mission;
- Planning and Organizing: Excellent planning and organizational skills, including the ability to plan and execute policy-relevant public events in alignment with organizational and departmental goals; strong ability to set priorities, manage multiple tasks, work independently and function under pressure
- Teamwork: Very good 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:

Applicants are requested to submit a cover letter, resume, two-page writing sample, and salary requirements to: [washingtonjobs@asiasociety.org](mailto:washingtonjobs@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.

*The Asia Society is an equal-opportunity employer.*

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