

## Asia Society Career Opportunity

**Location:** New York

**Position:** Program Associate, Public Programs (Grade 4) Code 1534

**Application Deadline:** June 30, 2015

### **Purpose:**

The Program Associate (PA) assists responsible staff in all aspects of programming and administration of the Global Initiatives Group's programs including administrative support, coordinating the day-to-day activities and workflow of the department, and helping implement the Global Initiatives Group-related public programs in New York and elsewhere.

### **Responsibilities:**

- In close coordination with the Executive Director and responsible senior staff, manage the programs involving Asia 21 Young Leaders Network, including handling event logistics, overseeing public events, preparing meeting/conference materials, correspondence, and follow-up tasks
- Provide support to responsible senior staff with planning, development, and implementation of Global Initiatives' public programs
  - Provide research assistance to senior staff, including project-related background and analysis
  - Track trending ideas in foreign policy, innovation, leadership, and other pertinent themes to help with drafting program flyers, promotional materials, conference agendas, and content generation
  - Working closely with the Program Officer, draft letters of invitation, welcoming remarks/talking points, blog posts, post-event summaries, thank you letters, etc.
  - Oversee and maintain Global Initiatives Group's database of contacts and mailing lists
  - Co-manage intern recruitment for the department
  - Other duties as assigned.

Asia  
Society



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.

**GLOBAL HEADQUARTERS**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)



## Qualifications:

- Bachelor's degree in relevant discipline with 2 to 3 years' experience providing support to a team
- Must be a team player, be comfortable and effective working with all levels of staff and with diverse groups of people from different cultures
- Strong organizational skills, as well as excellent written and verbal language skills and computer skills (Microsoft Office including MS Word, PowerPoint, Publisher and Excel)
- Experience editing and managing web content preferred. Image, video, audio editing experience a plus
- Must be capable of working on multiple tasks simultaneously, meeting deadlines, following through on details, and being flexible
- Asian language skills are encouraged but not required
- Travel as needed

## How to Apply:

Please email your cover letter, resume, and salary requirements to [globalinitiativesjobs@asiasociety.org](mailto:globalinitiativesjobs@asiasociety.org) Indicate job title and reference 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.

HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.

**GLOBAL HEADQUARTERS**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)