

Asia Society Career Opportunity

Location: New York

**Position: Program Associate, China Learning Initiatives (Grade 4)
Code 1722**

Purpose:

The Program Associate will play a key role in the China Learning Initiatives and the growing Center for Global Education (CGE) at Asia Society, with responsibility for Confucius Classroom network management, budget and financial processing, contract management, and event support.

Responsibilities:

Confucius Classroom management

- Collaborate with Senior Program Associates to manage the day-to-day operation of the Confucius Classrooms Network—including communicating with Network members, managing grant-related documentation with the Network members, addressing issues and concerns in the process.
- Liaise with funder (in China) to ensure all requests from funder are carried out promptly and thoroughly; documents submitted are complete, accurate, and bilingual (includes translation from Mandarin to English and/or English to Mandarin).
- Work closely with Senior Program Associate to track, monitor, manage, and evaluate network member performance, taking action to provide solutions or making suggestions to Director and Assistant Director.
- Oversee reporting cycles and grant funding distribution for entire network, including coordinating mailings, creating and sending emails, and copying materials.
- Execute accounting processes for the China Learning Initiatives team.
- Manage relations with key funders and partners in China and the US that support the work.
- Manage communications with members of the Asia Society Confucius Classrooms Network.

Budget management and financial support

- Communicate with network members to collect budget information.
- Provide payment or issue invoices and track collection of payment.
- Process year-end reports.
- Monitor expenditures.
- Identify and correct issues and suggest improvements.
- Support Directors' efforts to refine and manage budget including monthly Income & Expense reporting, mid-year reforecasting, and annual budget build.
- Accurately track expenditures and revenue received (both earned income and grant funds) and create summary and custom reports.
- Reconcile corporate card accounts across CGE.

Contract development and monitoring

- Assist in strategic planning to achieve strategic coherence between CLI and other CGE initiatives.
- Work with directors to draft, edit, finalize, and send existing school contracts, any new school engagement agreements, and consultant contracts.
- Participate in meetings and projects to develop new business models for CGE.

Qualifications:

- Bachelor's degree preferred and 2-3 years experience in providing administrative and budget support to a team in corporate or nonprofit settings
- Fluent in English and Chinese
- Experience with budget and accounting processes required
- Excellent organizational skills required
- Interest in and knowledge of K-12 U.S. education and Chinese language strongly preferred
- Experience with and knowledge of MS Word, Excel, Powerpoint, and Outlook required; experience with Salesforce preferred
- Ability to create new processes and manage them independently
- Detail-oriented, takes initiative, thorough, and efficient
- Able to work in a team environment
- Pleasant interpersonal skills and professional demeanor
- Solid time-management skills
- Flexible in a changing environment

- Able to handle pressure well

COMPETENCIES:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

Job Specific:

- Be willing to take direction and take initiative; able to work independently, be a self-starter and contribute thoughtfully as part of a team.
- Strategic thinker, willing to wrestle with complex ideas

- Flexible in changing environment; high comfort with ambiguity
- Highly effective at multi-tasking; able to manage details thoroughly and efficiently

How To Apply:

Please email your cover letter, resume, and salary requirements to educationjobs@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.

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