**Asia Society Career Opportunity**

**Location: New York**

**Position: Executive Assistant (Grade 5) Code 1716**

**Purpose:**

The Executive Assistant supports the Board Secretary and Chief Financial Officer/Senior Vice President in all matters pertaining to the Board of Trustees and related corporate functions. The Executive Assistant also provides support to the Executive Vice President’s Office.

In this position, the Executive Assistant will gain an understanding of the breadth of Asia Society activities and will interact with the offices of Asia Society’s Board of Trustees, consisting of up to 70 thought, business, policy, and cultural leaders from across the globe and the entire Executive team of the organization.

**Responsibilities:**

Board of Trustees:

Coordinate with the Board Secretary and Sr. VP on all matters relating to the Board of Trustees, including:

* + Scheduling all Board and Committee meetings;
  + Preparation of materials and agenda for Committee meetings, working also with relevant Officers;
  + Take and disseminate meeting minutes, and communicate and monitor follow-up actions from meetings;
  + Tracking of Trustee gifts and all communications to and from Trustees;
  + Maintaining official records of the Board;
  + Support the CFO with regard to corporate functions.

Executive Support for CFO/SVP and EVP:

* Provide administrative support, including scheduling of meetings, travel logistics and expense reports, for the Executive Vice President and CFO/Senior Vice President Writing and research projects as assigned
* Other Executive Offices tasks as assigned

**Qualifications:**

* 2-3 years of work experience
* Understands, and subscribes to, Asia Society’s mission
* Detail-oriented and organized;
* Must be team player, who is able to:
  + maintain confidentiality,
  + multi-task
  + interact with internal and external constituents.
* Problem solver that can successfully navigate in a fast-paced environment
* Takes initiative where appropriate
* Excellent oral and written communication skills
* Strong computer skills
* Interest in and/or knowledge of Asia a plus
* Bachelor’s degree

**The ASIA SOCIETY ENVIRONMENT LOOKS FOR THE FOLLOWING QUALITIES:**

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

**How To Apply:**

Please email your cover letter, resume, and salary requirements to [HRjobs@asiasociety.org](mailto:HRjobs@asiasociety.org) Indicate job title and reference code 1716 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.

