



## **JOB DESCRIPTION**

**Job Title:** Executive Assistant  
**Reports to:** Executive Director  
**Classification:** Full time/Non-Exempt (Hourly)  
**Work Schedule:** 40 hours per week;  
May be required to work some evenings and weekends

### **Organizational Summary:**

With 11 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

### **Position Overview:**

(70%) The Executive Assistant supports the Executive Director (ED) on all relations with members of the Board of Directors and Advisory Board, including the establishment of a regular communications schedule; formulation and maintenance of "Board Binders" with key educational information about the organization and the current Board constellation; preparing Power Point presentations and other documentation; scheduling and maintaining records of Board and committee meetings; planning and implementing Board, committee meetings, and other Board functions in addition to staff meetings and receptions. The Executive Assistant position also assists with internal and external relations, including written and verbal correspondence.

(30%) The Executive Assistant will also oversee office management by keeping regular maintenance on office needs, particularly office and kitchen supplies. This position will also play a key role in supporting the Human Resources Coordinator with calendar management and upkeep.

### **Responsibilities:**

The Executive Assistant position entails the following general areas of responsibility:

- Oversees and serves as primary liaison between Board of Directors, Advisory Board(s), and Staff members with regard to meeting materials, reports, agendas, and other materials.
- Collaboration with the ED to develop and maintain Board binders with key organizational information and biographical information on members.

## **JOB DESCRIPTION**

- Responsible for ED communication related to phones, emails, and directs all incoming calls made to ED to appropriate party promptly and efficiently; includes calls from a wide array of individuals in the US and Asia, including high level donors and staff. Requires exceptional communication skills combined with a high degree level of sensitivity, confidentiality, diplomacy, and the ability to take detailed messages.
- Scheduling and management of all Board and related committee meetings, as well as key meetings with ED and other key stakeholders.
- Planning and execution of key meetings, including set-up and ordering food and beverages.
- Responsible for maintaining minutes for key meetings through direct transcription.
- Collaboration with ED on preparing presentations to Board and Advisory Board.
- Supports ED with scheduling, correspondence, emails, incoming requests, etc. via written and verbal communication.
- Oversees incoming (“date stamp”) and outgoing mail activities.
- Other responsibilities as may be assigned by the ED.

### Office management:

- Oversee office supplies and management, including purchasing and inventory of supplies and maintaining supplies storage under good housekeeping standards for maximum efficiency.
- Maintaining staff adherence with supply-ordering schedule.
- Oversee kitchen maintenance, including purchasing and inventory of supplies, dishwasher operation, and maintaining housekeeping standards for maximum efficiency.
- Responsible for assisting Human Resources Coordinator with intense calendar management (Texas Events Calendar and Asia Society Global Calendar).
- Responsible for keeping track of employee birthdays, work anniversaries, and other important milestone dates and special occasions; purchasing and circulating greeting cards; and purchasing complimentary gifts for Board members, key donors, staff, etc.

### **Qualifications:**

- Bachelor’s Degree required.
- 1 – 2 or more years’ administrative experience, preferably in a museum or non-profit setting.
- Experience working with Board and committee Relations.
- Good written and oral communication skills.
- Proficiency with Microsoft Office software.
- An understanding of, and an ability to articulate, the accomplishments and goals of an organization like Asia Society.

### **Personal Characteristics:**

## **JOB DESCRIPTION**

- Must be a team player and take a collaborative, customer-service oriented approach.
- Creative self-starter who is comfortable with interacting with others in a professional, courteous manner.
- Maturity and calm under pressure.
- Strong communication skills, written and oral.
- Deadline oriented.
- Exhibits resourcefulness and good judgment.
- Willingness to learn effective and innovative ways to manage duties and responsibilities.
- Willingness to take pride and ownership in work.
- Broad interests that span the fields of art & culture, exhibitions, business & policy, and education & outreach, along with the ability to strongly support Asia Society activities.
- Personal integrity and ethical standards.
- Constantly looking to apply best practices.

### **Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Skills:**

Ability to read, analyze and interpret timelines. Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter. Comfortable and competent in speaking to vendors.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions.

### **Other Skills and Abilities:**

The position requires working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint, as well as the ability to access the Internet and other software products. Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands



## **JOB DESCRIPTION**

and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

### **Compensation:**

Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

### **Materials Required for Candidacy:**

1. Letter of interest
2. Resume
3. Finalists will be required to provide three current references
4. Background check required

### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel nor relocation expenses.

### **HOW TO APPLY:**

Please email your cover letter and resume indicating position and salary requirements to:  
Human Resources Department, [HRDept@asiasociety.org](mailto:HRDept@asiasociety.org).

Indicate job title 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.*