Asia Society Philippines

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Asia Society Career Opportunities

Location: Makati, Philippines
Position: Program Assistant, *Membership*

Purpose:

The Program Assistant is a key part of the Philippine Center of Asia Society as it holds responsibility for the successful execution of projects and events for the organization. With the objective of primarily spreading awareness about the institution in the Philippines and in conceptualizing and implementing relevant programs, this post will require effective interaction with the following key stakeholders:

- Asia Society Philippine Trustees, Members, and Staff
- Asia Society global officers and staff
- Embassies & Consulates
- Executives from Corporations
- Government Officials
- Media and PR firms
- Other non-profit organizations & partners (schools, museums etc)

Responsibilities:

- Develop and implement new and current membership strategies and programs for the Asia Society
- Develop and maintain strong knowledge of Asia Society, it's upcoming events, as well as features and benefits of the various membership categories to enhance the relationship with members and actively satisfy their needs and goals
- Ensure all applications, transactions, and inquiries from members and potential members are processed in a timely and accurate manner
- Maintain and update membership information and database
- Provide a high standard of member-service by displaying friendly, responsive, courteous, and effective communication to existing and prospective ASPF members
- Identify opportunities and facilitate quality referrals and engagement to and from within the network
- Spearhead the organizing of programs that fulfill the objectives of Asia Society in the fields of arts & culture, policy, leadership, business and education
- Coordinate events, conferences, and public programs, including handling logistics, communications & marketing, preparing program materials & collaterals, documentation, and correspondence
- Establish and maintain good relationships with the key stakeholders
- Collaborate with all staff in building a strong work environment through supporting the team in program events, promoting a culture of inclusion, and overseeing effective internal communications

Asia

- Assist in creating and managing content for Asia Society publications i.e. e-newsletter, social media outlets, and website

Philippines

Requirements:

- Bachelor's Degree and 2-3 years of relevant program/event management or public relations experience; prior work experience in membership relations is an advantage
- Strong ability and experience in interacting and working collaboratively with a diverse network and high-level individuals such as corporate executives, government officials and thought leaders
- Outstanding oral and written communications skills
- Strong organizational and time management skills; able to set priorities, manage multiple tasks, take initiative and problem solve with minimum supervision
- Creative and entrepreneurial spirit, with a high degree of confidence and ability to exercise independent judgment
- Interest and background in Asian affairs, international relations, and foreign policy
- Proficiency in Microsoft Office Suite; basic background in Adobe Photoshop is an advantage

How to apply:

Please email your (1) cover letter and (2) resume, indicating salary requirements, to:

Suyin Liu Lee, Executive Director
Asia Society Philippine Foundation, Inc.
Email: info@asiasociety.org.ph

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 bounced back.

Asia Society is an equal-opportunity employer.