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SAN FRANCISCO · SEOUL · SHANGHAI · SYDNEY · WASHINGTON, D.C.

Philippines

Asia Society Career Opportunities

Location: Makati, Philippines

Position: Chief of Staff

Purpose:

The Chief of Staff serves as a key facilitator in the communication and interaction between the Executive Director, Program Officers, Board of Trustees and Asia Society Members. Working as part of the Programs team, the position's prime function is to establish and maintain good relationships with the Asia Society Members and create programs specifically for them. The position works to organize administrative and development efforts on behalf of the Executive Director's Office with Trustees, high-level donors, government agencies and Asia Society Members. The Chief of Staff will also serve as the focal point in coordinating and executing the Center's administrative activities.

Responsibilities:

- Develop and implement programs and strategies designed to grow and retain Asia Society membership
- Build strong relationships with the members and is responsible for input and accuracy of records for active and non-active members including data entry, acknowledgements, address changes, receipts, member benefits and membership cards
- Coordinate, create, review and edit internal and external correspondence on behalf of the Executive Director (ED) and take detailed notes and minutes of board, committee and staff meetings; ensure timely follow-up and reporting
- Manage the ED's calendar by scheduling external and internal meetings, conference calls, making travel arrangements, monitoring expenditures; identify ways to increase the Office's efficiency through planning and ensuring the ED is prepared for meetings, deliverables, etc.
- Collaborate with the program officers to helping build a strong work environment by supporting the team in **staff** events, promoting a culture of inclusion, and overseeing effective internal communications.
- Coordinate and oversee special projects and meetings with the Program officers, Trustees and Members;
- Assist in financial administration; expenditure monitoring and reporting in collaboration with relevant officers;
- Assist in stewardship, cultivation and special events, as required;
- Ensuring compliance and adherence to established policies and procedures;
- Other duties as assigned.



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Requirements:

- Bachelor's degree and 3-5 years of relevant program planning and administrative experience
- Outstanding oral and written communications skills.
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- Proven organizational skills, with strong ability to set priorities, manage multiple tasks, work independently and function under pressure.
- Interest and background in Asian affairs, international relations, international economics, and foreign policy.
- Experience in working in a fast-paced and dynamic environment;
- Advanced Microsoft Office Suite knowledge;
- Interest and ability to learn diverse software applications;
- Database management experience preferred;

How to apply:

Please email your cover letter and 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