



## ASPF Career Opportunity: Communications Officer

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### **ASIA SOCIETY PHILIPPINE FOUNDATION, INC. Job Opening: Communications Officer**

**DATE CREATED:** August 2015

**PROGRAM/DEPT:** Center Programming

**REPORTS TO:** Executive Director

**PURPOSE:** The Communications Officer is a key part of the Philippine Center of Asia Society as it holds a dual responsibility of leading the communications and external affairs of the organization, with some project management duties for events and projects. 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:**

- Develops and executes the communication strategy of Asia Society Philippines, including social media, digital marketing, website management and public relations.
- Spearhead the organizing of events and activities that fulfill the objectives of ASPF in the fields of arts & culture, policy, leadership, business and education, such as talks, fora, and festivals as deemed relevant by the management.
- Establish and maintain good relationships with the key stakeholders.
- Serves as liaison in programming concerns between the Philippine Center and other centers of Asia Society.
- Assists the Executive Director in overseeing operations in the Philippine Center

#### **REQUIREMENTS:**

- Bachelor's Degree in related field;
- 2-3 years communication, program/event management and public relations experience; business background is an advantage;
- Strong organizational and time management skills; able to set priorities, manage multiple tasks, take initiative and problem solve with minimum supervision;
- Strong people skills; able to interact comfortably with high-level individuals.
- Interest and background in Asian affairs;
- Proficiency with Microsoft Office Suite with basic background on Adobe Photoshop.
- Excellent English-language verbal and written skills;
- Creative and entrepreneurial spirit, with a high degree of confidence and ability to exercise independent judgment;

Kindly address your cover letter to the Executive Director, Suyin Liu Lee and submit together with your CV at [info@asiasociety.org.ph](mailto:info@asiasociety.org.ph). **Please indicate on email subject line: "Application: Communications Officer"**. Deadline of applications is on **August 30, 2015** but interviews will be conducted immediately with short-listed candidates.