

Asia Society Career Opportunity

Location: Mumbai, India

Position: Programme Assistant

Description:

The Programme Assistant assists programme staff with the programmatic and administrative aspects of developing the Centre's initiatives across business, policy, social issues, and arts and culture.

Responsibilities:

- Aiding the programme team in developing topical and timely programming in areas that are strategically aligned with Asia Society's broader institutional goals.
- Assisting in communicating and networking with institutions, professionals and interacting with prospective partners.
- Assisting in the Centre's public relations, marketing, social media and communications.
- Assisting in drafting Funding Proposals for the India Centre.
- Liaise with outside vendors, processes invoices.
- Seek out new audiences for and avenues through which to promote Asia Society India Centre programming.
- Foster and maintain institutional relationships and partnerships with cultural, networking, communities and other peer organizations.
- Help maintain Asia Society's website.

Requirements:

- A bachelor's degree in economics, business, international affairs, or the arts.
- Minimum two years professional work experience, preferably in program development and/or administration or in the field of business, policy, or arts and culture.
- Strong oral and written communications skills in English; the ability to work independently and take initiative, but also function as a member of a programme team.
- Detail-oriented administrative capabilities; the ability to undertake diverse tasks and work on multiple projects concurrently in a high-paced environment.
- A demonstrated commitment to and knowledge of current political, economic, and cultural policies and developments in the countries of the Asian region.
- Proficient in the Microsoft Office Suite (Word, Excel, Power Point).

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GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org

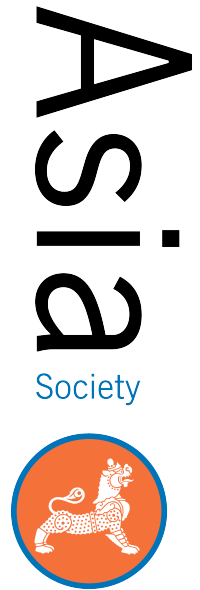
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How to apply:

Email asiasocietyindiacentre@asiasociety.org in a PDF or Word file, with the subject line ASIC Programme Assistant:

- A cover letter, indicating your interest and qualifications for the position
- A resume
- A writing sample (3-5 pp max)

Incomplete applications will not be considered. Due to the large volumes of applications we receive, we are only able to contact those candidates selected for interviews. Please regard your resume as having been received unless your email bounces back. No phone calls, please.



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