

Asia Society Career Opportunity

Location: New York

Position: Senior Program Associate, China Learning Initiatives, Education (Grade 6) Code 1704

Purpose:

The Senior Program Associate will play a key role on the growing China Learning Initiatives (CLI) team with the critical responsibilities of managing the operations of Asia Society Confucius Classrooms Network and delivering professional development for Chinese language teachers and administrators in the Network and beyond. The Senior Program Associate will manage relationships with these schools in the Network, as well as funders, partners, experts, and consultants in China and the US. The position requires an excellent command of communicating in both Chinese and English, excellent understanding of Chinese language pedagogy, project management skills, and background in language instruction and online learning in particular. The position also requires extensive travel in the US and China, related to conferences, professional development events and school visits. Going forward, we anticipate the position will shift to have increasing responsibilities to deliver professional development, develop strategy and manage the network.

Responsibilities:

- Manage the day-to-day operation of the Confucius Classrooms Network, including communicating with Network members, managing grant-related documentation with the Network members, and addressing issues and concerns in the process.
- Develop new strategies and approaches to maximize impact efforts within the Confucius Classrooms Network.
- Oversee coaches and deliver professional development activities for teachers within the Asia Society Confucius Classrooms Network (Hub-and-spoke model), utilizing both in-person and virtual methods.
- Manage relations with key funders and partners in China and the US that support the work, including leading the development of Confucius Classrooms annual reporting.
- Oversee budget proposal for all Confucius Classroom Network-related projects, as well as fund allocation and expense reporting.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- Act as primary contact for consulting firm charged with analyzing data and developing an evaluation system for our Confucius Classrooms.
- Share CLI's work when requested, including making presentations, and selecting Leadership Development candidates to co-present.
- Provide support and ideas to the team responsible for planning the National Chinese Language Conference, the largest annual gathering of practitioners in the field of Chinese language teaching and learning.

Qualifications:

- Strong English and Mandarin Chinese written and oral communication skills
- 4-5 years experience and undergraduate degree in language education or related discipline strongly preferred; a graduate degree would be a major advantage for a candidate
- Project management experience required
- Classroom teaching experience required (K-12 Chinese language strongly preferred, but other subjects will be considered)
- Knowledge of K-12 education and the international education field and interest in education reform preferred
- Experience developing and managing budgets and contracts preferred

Competencies:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones

- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

Job Specific:

- Knowledge of adult-based learning theory and experience delivering professional learning to adults including facilitating workshops; comfortable managing consultants, coaching, speaking publicly
- Competence in online learning, educational technology and social media
- Ability to work independently, be a self-starter and contribute thoughtfully as a part of a high-performing team

How To Apply:

Please email your cover letter, resume, and salary requirements to educationjobs@asiasociety.org. Indicate job title and reference code 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.

Asia Society is an equal opportunity employer.