

Asia Society Career Opportunity

Location: New York

Position: Senior Program Officer (SPO), Asia Society Policy Institute
(Grade 6) Code 1524

Application Deadline: April 27, 2015

Purpose:

The Senior Program Officer coordinates and manages Asia Society Policy Institute (ASPI) initiatives and projects. He/she also assists in providing research and logistical support to ASPI initiatives, in drafting remarks on behalf of the President of the Institute, and in coordinating ASPI events.

Responsibilities:

- Coordinate and manage Asia Society Policy Institute's initiatives, including research support, preparing materials for and convening dialogue sessions internationally (and the logistics this entails), and drafting policy memos.
- Draft remarks and correspondence on behalf of the President of ASPI
- Prepare materials for use in public and private events, including but not limited to public announcements, program handouts, talking points, PowerPoint presentations
- Collaborate on the development of new and current projects, including researching and vetting areas of work
- Work in close collaboration with ASPI offices/colleagues to coordinate the dissemination and promotion of the Society's work to policy makers, opinion leaders, and the broader policy community in Asian capitals
- Assist in fundraising activities, including conducting prospect research, tracking grant reporting deadlines, and developing grant proposals and reports
- Coordinate ASPI events and private meetings including correspondence with participants, overseeing budgeting, planning, marketing and outreach, logistics, and follow-up tasks
- Manage functions related to correspondence, acknowledgements, responding to billings, inquiries, and requests for assistance/information from the public and other entities as appropriate

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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

- Assist in the management of ASPI interns and their work program
- Other duties as assigned.

Requirements:

- Master's degree required, preferably in international relations, political science, economics or a related field
- 3-5 years of related work experience, including project planning and management
- Interest and background in U.S. foreign policy and/or Asian affairs preferred
- Outstanding oral and written communications skills
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, work independently, and solve problems
- Proficiency in an Asian language (particularly Japanese, Hindi, Korean, or Russian) a plus
- Experience drafting grant proposals a plus
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies
- Team player willing to assist where needed
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint and Outlook); image, video, and audio editing experience a plus

Competencies

- Professionalism: Professional competency in policy research and engagement; conscientious and efficient in meeting commitments, observing deadlines, and achieving results; able to work independently with minimum supervision; excellent judgment, tact and discretion;
- Creativity: Ability to solve problems and develop new ideas for activities that advance ASPI's mission;
- Planning and Organizing: Excellent planning and organizational skills, including the ability to plan and execute policy-relevant events and initiatives in alignment with organizational and departmental goals; strong ability to set priorities, manage multiple tasks, work independently, and function under pressure
- Teamwork: Very good interpersonal skills; flexibility and demonstrated ability to work interdepartmentally in a mid/large-size organization;
- Technological Awareness: Ability to use technology relevant to the job and to keep abreast of developments in the field.

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How to Apply:

Please email your cover letter, resume, and salary requirements to aspjobs@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.

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