

ASIA SOCIETY CAREER OPPORTUNITIES

Location: Makati, Philippines

Position: Program Assistant, Membership

Purpose:

The Program Assistant is a key part of the Philippine Center of Asia Society as it holds responsibility for the successful execution of membership projects and events for the organization. With the objective of primarily spreading awareness about the institution in the Philippines, and acquiring and retaining members, 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:

- Act as the first point of contact for all current and prospective members and provide a high standard of member-service by displaying friendly, responsive, courteous, and effective communications
- Develop objectives and research-based strategies for prospecting and recruiting new members; identify opportunities and facilitate quality referrals and engagement to and from within the network and follow-up as appropriate
- Contact, schedule meetings and sell new memberships to potential corporate members
- Ensure all applications, transactions, and inquiries from members and potential members are processed in a timely and accurate manner; maintain and update member profiles and contact details and track all member interfaces in the NetSuite database
- Ensure members receive accurate, consistent, and timely information by managing the e-newsletter and helping update the website
- Manage member life-cycle and follow-up on membership renewals
- Develop and maintain strong knowledge of Asia Society, its upcoming events, as well as features and benefits of the various membership categories to enhance the relationship with members and actively satisfy their needs and goal
- Spearhead the organizing of programs that fulfill the objectives of Asia Society in the fields of arts & culture, policy, leadership, business and education



- Coordinate events, conferences, and public programs, including handling logistics, communications & marketing, preparing program materials & collaterals, documentation, and correspondence
- Collaborate with all staff in building a strong work environment through supporting the team in program events, promoting a culture of inclusion, and overseeing effective internal communications
- Establish and maintain good relationships with the key stakeholders

Requirements:

- Bachelor's Degree and 2-3 years of relevant marketing experience
- Experience in membership/client relations, and membership acquisition and retention is an advantage
- Strong ability and experience in interacting and working collaboratively with a diverse network and high-level individuals such as corporate executives, government officials and thought leaders
- Outstanding oral and written communications skills
- Strong organizational and time management skills; able to set priorities, manage multiple tasks, take initiative and problem solve with minimum supervision
- Creative and entrepreneurial spirit, with a high degree of confidence and ability to exercise independent judgment
- Interest and background in Asian affairs, international relations, and foreign policy
- Proficiency in Microsoft Office Suite; basic background in Adobe Photoshop is an advantage

How to Apply:

Please email your (1) cover letter and (2) 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.