



Navigating Shared Futures

Asia Society Career Opportunity

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Location: Washington, D.C.

Position: Senior Program Officer

FSLA Exemption Code: Exempt

SUMMARY:

The Asia Society Policy Institute (ASPI) is a think-and do-tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, and sustainability. The Senior Program Officer reports to the Vice President and Managing Director of the Washington, D.C. office and will coordinate and manage initiatives focused on women's empowerment. He/she will also coordinate ASPI's public events and private meetings/roundtables in Washington, D.C.

RESPONSIBILITIES:

- Manage ASPI's Emerging Female Leaders (EFL) programs, with the aim to develop the next generation of Asia's female trade leaders. This includes planning and coordinating all aspects of the programs from recruitment to execution.
- Manage grants that fund the project work on which you are focused, including keeping track of expenses, timelines, and deliverables and drafting grant reports.
- Collaborate on the development of new initiatives and projects, including analyzing, researching, and vetting areas of work, and drafting grant proposals.
- Work to build out the EFL digital networking platform, and continually update it to include relevant materials and cohorts, and act as a moderator for the platform.
- Coordinate ASPI's public events (panel discussions and conferences) and private meetings (high-level briefings and roundtables), engaging in budgeting, planning, marketing, drafting and issuing invitations, outreach, logistics, and follow up tasks.



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- Prepare materials for use in public and private events, including but not limited to public announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and blogs and other social media describing the event.
- Manage the intern program, and other administrative functions, as assigned.
- Other duties, as assigned.

REQUIREMENTS:

- Master's degree preferred, and preferably in international relations, economics, political science, Asia studies, communications, or a related field
- 3-5 years of related work experience, including project planning and management
- Interest and background in U.S. foreign and economic 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, take initiative, and solve problems
- Experience drafting grant proposals a plus
- Strong ability to interact with the public, foreign officials, and senior 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

ABOUT ASIA SOCIETY:

Founded in 1956, Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a



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global staff of 235, and an annual global operating budget in excess of \$44m.

Asia Society is committed to creating a diverse, inclusive, and empowering workplace. We believe that engaging staff, interns, and volunteers with diverse backgrounds enables us to better realize our mission of navigating shared futures.

Asia Society offers a generous benefits package including health, dental, and vision coverage, a 403(b) retirement plan, numerous paid holidays, tuition reimbursement, self-development hours, and more. Please visit www.asiasociety.org/about/careers and click on "Employee Benefits" to view our full benefits summary

Benefit package highlights:

- An HRA plan (fully funded by Asia Society) supplements our medical plan and covers the full annual deductible.
- After 1 year of service (1,000 hours), Asia Society contributes 6% of gross earnings to an eligible employee's 403(b) account, regardless of whether the employee makes their own contributions.
- Asia Society offers Self-Development time off, including Self-Development Summer Fridays between July 4th and Labor Day.

Asia Society is an equal opportunity employer. Women and people of color are strongly encouraged to apply.

HOW TO APPLY:

To be considered for this role, all interested applicants must submit a completed application to:

aspijobs@AsiaSociety.org.

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Writing sample (covering any subject related to Chinese foreign policy, economy, security, domestic politics, or technology) of less than ten pages in length.)



Navigating Shared Futures • Include the job title in the subject line.

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