

Asia Society Career Opportunity

Location: New York

Position: Press Officer (Grade 6) Code 1812

Purpose:

The Press Officer plays a critical role in communications outreach for Asia Society. Working as part of the Communications team and in collaboration with key internal staff and departments, the position's prime function is to develop and enhance the leadership impact of the institution's NY-based programs and expertise in the news media, focusing on the areas of policy, business, and education. The Press Officer builds relationships with relevant members of the media, external blogs, and websites to promote Asia Society research, projects, and programs. The position is responsible for fostering a community of Asia Society experts and fellows who are regularly available for commentary and sought after by press. She/he also advises global departments and centers in the U.S., Asia, and Europe on generating external media coverage of major conferences, report launches, and other announcements.

Responsibilities:

- The Press Officer will handle media outreach in the areas of policy, business and education. He/she will creatively pitches Asia Society's programming in these areas, and around breaking news as it relates to Asia Society's global experts and New York-based activities, and organize media events such as press conferences and briefings, as necessary.
- She/he will build strong relationships with the external media, interfacing with and managing journalists at Asia Society New York events and programs in the areas of policy, business and education, and overseeing all stages of related media interviews.
- The Press Officer will take the lead in developing, editing, and placing op-eds.
- She/he will build strong, amiable, and productive relationships with the institution's experts and fellows aimed at placing them in the news media.
- She/he will work closely with key New York staff members involved in institutional initiatives and programs and build media and communications capacity of Asia Society global centers including onsite support for major events and briefings with local journalists.

- She/he will develop and monitor partnerships with media companies for major initiatives and events such as Asia 21, working with Fundraising/External Affairs.
- She/he will develop and monitor partnerships with New York-based organizations for complementary programming/outreach purposes.
- She/he will work closely with the Communications and Online teams on day-to-day activities plus longer term strategies and projects.
- The Press Officer monitors press coverage and assumes key departmental administrative tasks crucial to the efficacy of overall outreach functions.
- She/he will be responsible for mentoring interns and other duties as assigned.

Qualifications:

- The job requires an editorially strong and extremely motivated individual with solid news judgment, and excellent writing and editing skills.
- The individual must be able to work as a self-starter in an extremely high energy, fast-paced environment, to foster cordial relationships internally and externally, and to maintain a calm demeanor under pressure.
- Very strong computer skills are a must, both for research and in the utilization of new technologies to extend the reach of Asia Society.
- Facility with social media and familiarity with new outreach platforms, initiatives and techniques is required along with an eagerness to learn and to adopt new skills.
- Familiarity with U.S. and Asian media outlets and issues is required, as is prior experience in media relations and press pitching.
- An interest in Asia is essential, as is a Bachelor's degree and 4-5 years' related work experience.

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

How To Apply:

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

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