

Asia Society Career Opportunity

Location: New York

Position: Program Associate, China Learning Initiatives Code 1913

Purpose:

The Program Associate will play a key role in the China Learning Initiatives, within the Center for Global Education (CGE), at Asia Society, with the critical responsibility of Confucius Classroom network coordination, as well as budget and financial processing, contract management, and event management.

RESPONSIBILITIES:

CLI Program Support

- Coordinate daily operations of the Confucius Classrooms Network in collaboration with Senior Program Associates, including communicating with Network members, managing grant-related documentation with Network members, and addressing issues and concerns in the process.
- Liaise with funders (in China) to ensure all requests from funder are carried out promptly and thoroughly; documents submitted are complete, accurate, and bilingual (includes translation from Mandarin to English and/or English to Mandarin).
- Track, monitor, manage, and evaluate network member performance, in close collaboration with Senior Program Associates, taking action to provide solutions or making suggestions to Director and Assistant Director.

Budget management and financial support

- Communicate with the program members to collect budget information.
- Provide payment or issue invoices and track collection of payment.
- Process year-end reports.
- Monitor expenditures.
- Identify and correct issues and suggest improvements.
- Accurately track expenditures and revenue received (both earned income and grant funds) and create summary and custom reports.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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Contract development and monitoring

- Work with directors to draft, edit, finalize, and send existing school contracts, any new school engagement agreements, and consultant contracts.

Event logistical management and support

- Prepare cost projections including travel, hotel, meals, and AV prior to events.
- Secure event hotels and contracts based on location and pricing for guest rooms, food and beverage, AV and any concessions required.
- Lead contact with hotel/event personnel on all meetings; manage participant registration and travel arrangements; reconcile all meeting expenses (both vendor & participant).
- Provide event support, traveling to events when requested including travel, visas, arranging meetings on- and off-site, attendee lists and assisting with conference preparations as needed.

Administrative support

- Provide office and administrative support including but not limited to processing all invoices, travel expense reimbursements, check receipts and American Express bills, filing, paper flow management, contacts database, create invitation lists, supplies, scheduling, drafting correspondence as appropriate, receiving and sending mails, drafting and sending correspondence, photocopying and scanning materials, filing, maintaining contacts database, and ordering supplies.

Translation

- Translate or manage translation (Mandarin to English and/or English to Mandarin) as needed and as available.

Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree and 2-3 years' experience in providing administrative and budget support to a team in corporate or nonprofit settings
- Fluent in English and Chinese
- Experience with budget and accounting processes required
- Excellent organizational skills required
- Interest in and knowledge of K-12 U.S. education and Chinese language strongly preferred.
- Experience with and knowledge of MS Word, Excel, PowerPoint, and Outlook required; experience with Salesforce preferred

- Ability to create new processes and manage them independently
- Detail-oriented, takes initiative, thorough, and efficient
- Able to work in a team environment
- Pleasant interpersonal skills and professional demeanor
- Solid time-management skills
- Flexible in a changing environment
- Able to handle pressure well

How To Apply:

Please email your cover letter, resume, and salary requirements to educationjobs@asiasociety.org Indicate job title and reference code 1913 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.