

Asia Society Career Opportunity

Location: Washington DC Office

Position: Program Associate, ASPI (Grade 4) Code 1701

Purpose:

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region. ASPI seeks a Program Associate for its Washington, DC office to provide executive assistance to the ASPI Vice President and head of the office, provide administrative and research support to ASPI Washington staff, and assist with the logistical coordination of events for ASPI in DC.

Responsibilities:

- Provide overall executive assistant to the Vice President/head of the Washington Office, including meeting scheduling and preparation, coordinating travel arrangements, and drafting/editing correspondence
- Assist in coordinating operations of the Asia Society Policy Institute's DC office
- Develop and maintain systems and procedures to ensure timely and efficient administrative workflow
- Oversee and maintain the Institute's database of contacts in DC and mailing lists
- Process and track reimbursements and invoices
- Prepare meeting/conference materials (PowerPoint presentations, speeches, meeting documents/materials, correspondence, etc.)
- Assist in coordinating private and public events and meetings, including booking facilities, arranging catering, drafting and distributing invitations, and collecting/tracking RSVPs
- Provide research assistance to the department, including trip and event preparation and project-related background and analysis
- Provide clerical support, including faxing, photocopying, filing, and maintaining office supplies
- Other duties as assigned

Qualifications:

- College degree required (in social sciences preferred), with 2-3 years of related work experience
- Highly organized, with strong attention to detail and an entrepreneurial spirit
- Excellent written and oral communication skills, including proofreading, and editing skills, and ability to research information and present it concisely
- Demonstrated interest in policy issues and/or Asia.
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details
- Resourcefulness, with an orientation to measurable results
- Strong ability to interact across time zones and with diverse constituencies, including experts, trustees, funders/donors, and all levels of staff with tact and good judgment
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint, and Outlook); knowledge of Prezi and database software preferred
- Team player willing to assist where needed

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 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.

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GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
AsiaSociety.org