

# Asia Society Career Opportunity

**Location:** San Francisco

**Position:** Program Manager (Temporary)

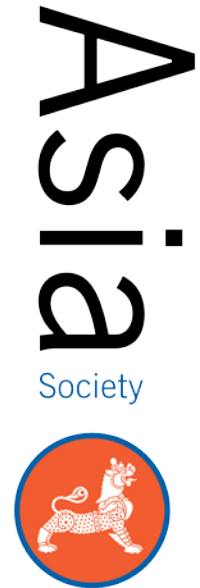
**Application Deadline:** August 21, 2015

## PURPOSE:

Reporting to the Assistant Director of Programs, the Program Manager works with the Programs team to develop, plan, promote, and coordinate public programs, private events and initiatives carried out by the Asia Society of Northern California Center. *(NOTE: This is a temporary-position for up to 3 months only starting September 1 and ending no later than December 1 and does not come with benefits.)*

## RESPONSIBILITIES:

- Programming
  - Develop themes, topics, and calendar for public programming, for both ASNC-led and co-sponsored programs
  - Assist with developing Asia Society's Signature Program initiatives
  - Manage program logistics, including tracking speaker invitations and other correspondence, coordinating travel, securing venue, catering, and A/V needs, and assessing on-site needs
  - Coordinate post-event activities, send thank-you letters, and manage other follow-up tasks
  - Prepare documentation for presentation at internal and external meetings
  - Help manage and task a part-time administrative clerk
  - Manage Center internship program and coordinate intern assignments
- Outreach, Marketing
  - Produce outreach and marketing materials for all ASNC programs, such as flyers, weekly newsletters, website calendar listings, and content on Asia Society blogs and other social media platforms
  - Coordinate the design and production of marketing materials with designers, printers, and other vendors, including the quarterly, printed newsletter
  - Cultivating new relationships with potential partnering organizations and maintaining relationships with existing partners



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725 Park Avenue  
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Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)

- Represent the Asia Society at community events and activities
- Fundraising & Budget:
  - Assist in planning for large fundraising events, such as ASNC's Annual Dinner
  - Assist with program fundraising activities, including determining revenue and sponsorship targets, and identifying, cultivating, and liaising with co-sponsors
  - Assist the Assistant Director in managing the Programming annual budget
  - Oversee the programming accounting functions including expenses and reimbursements
- Other duties as assigned

### **QUALIFICATIONS:**

- Masters degree preferred in International Relations, political science, business, public affairs, or related field(s). 3-4 years of related work experience in project planning and management in a non-profit setting
- Excellent writing and communication skills
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies
- Knowledge of marketing principles and trends
- Experience maintaining webpages, writing/editing for blogs or social media
- Team player who is organized, detail-oriented and self-motivated
- Proactive, “can-do” mindset, talent for multi-tasking and working under deadline in a fast-paced environment, and ability to set priorities and follow through on tasks and projects
- Willingness to take infrequent domestic or overseas travel
- Computer proficiency in MS Outlook, Word, Excel, and Powerpoint; as well as database applications such as Raiser's Edge
- Experience recruiting and/or managing volunteers and interns
- Experience managing and liaising with third-party vendors and contractors
- Flexibility to work before/after business hours
- Skilled in Adobe Photoshop and InDesign; familiar with basic HTML

### **Competencies:**

- Highly knowledgeable and passionate about Asia and U.S.-Asia relations and determined to learn more
- Creative thinker who can communicate program ideas and plans effectively both in written and verbal form



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- Solid planning and organizational skills, including the ability to plan and execute programs to meet organizational goals in collaboration with other staff
- Able to develop and maintain partnerships with other organizations, while advancing organizational goals and raising awareness of ASNC activities
- Capable of multi-tasking and overseeing numerous projects at once and moving more than one project forward simultaneously toward successful completion
- Proactive thinker who can identify problems before they emerge

### **How To Apply:**

Please read application instructions carefully. Incomplete applications will not be accepted. Email a 1) cover letter with salary requirements, 2) resume, and 3) writing sample (3-5 pages max) to: [sfjobs@asiasociety.org](mailto:sfjobs@asiasociety.org). Indicate job title (Temporary Program Manager) 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.

Asia  
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