

Job Title	Program Officer	Location	Sydney	
Reports To	Associate Director, Programs	Type	Full-time	
Overview of the Position				
<p><i>The Program Officer is a new graduate position primarily responsible for the planning, delivery and communication of Asia Society Australia's member events and public programs in Sydney, reporting to the Associate Director, Programs. Additional responsibilities include research and administrative support to the wider team as required.</i></p>				
Key Duties				
<ul style="list-style-type: none"> • Support the development, planning and execution of innovative events and activities on Asia and Australia-Asia relations • Manage program logistics, including event management, correspondence, invitations and travel • Assist with the marketing and communication strategy for events • Coordinate with the wider Asia Society Australia team, to deliver post-event content, including event recaps and photos in a timely manner • Coordinate post-event stakeholder engagement including data entry and analysis, producing reports for sponsors, thank-you letters, and other follow-up tasks • Respond to general event related enquiries in a timely fashion • Assist in the development and management of program budgets • Work collaboratively with the wider Asia Society Australia team to deliver seamless service and the best engagement experience for members and supporters • Other duties as required by the Organisation 				
Selection Criteria			Essential	Desirable
Qualifications				
Bachelor's degree or higher in Arts, Communications, International Studies, Event Management or related field			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience				
1 or more years of relevant work or internship experience in event, program or project management in a corporate, academic or not-for-profit setting.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge				
Excellent relationship management skills with strong ability to interact with public and senior business, government and cultural stakeholders			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Impeccable time management skills with the ability to juggle multiple projects and prioritise tasks efficiently			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent attention to detail and accuracy			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strong communication skills, both written and verbal, with experience delivering digital communication campaigns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Involvement in developing and securing program partnerships and sponsorship	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Skills		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adobe InDesign, Photoshop or Illustrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event Management / Social Media Platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Manager (CRM) Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other		
Ability to work in a small, productive team with tight timelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to travel interstate and overseas when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Apply		
<p>Position Enquiries: Jette Radley - Associate Director, Programs</p> <p>How to apply:</p> <ol style="list-style-type: none"> 1. Please e-mail your CV and a cover letter addressing the selection criteria in <u>one</u> Word or PDF document to HR_AUS@asiasociety.org by COB 24 November 2019 2. Please indicate the job title in the subject line. 		