



Navigating Shared Futures

Asia Society Career Opportunity

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Location: Washington, D.C.

Position: Project Coordinator (Part-Time) – Code 2210

Introduction:

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) is a think- and do- tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region.

The Project Coordinator will provide organizational, administrative, and research support for the Asia Society Policy Institute (ASPI) research project on, “Raising the Standards: Ethical Artificial Intelligence and Data for Inclusive Development in Southeast Asia”. This position will be effective through to June 2022.

Responsibilities:

- Schedule and coordinate virtual or in-person meetings, roundtable discussions, and interviews with subject matter experts;
- Act as rapporteur for meetings, interviews, roundtables, and convenings;
- Under the supervision of the Director, Political-Security Affairs and Executive Director, prepare and verify reporting requirements according to project monitoring and evaluation timelines;
- Liaise with internal team and outside vendors on the design, production, and dissemination of reports;
- Assist in the arrangement, organization, and coordination of launch and dissemination activities, including private briefings, public events, media enquiries, and social media messaging;



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- Provide research assistance, including compiling briefs, assessments, and talking points, as needed.

Qualifications:

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

How to apply:

Please email your cover letter and resume indicating position reference code 2210 and salary requirements to: aspjobs@asiasociety.org.

Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates



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considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

The Asia Society is an Equal Opportunity Employer.