



Navigating Shared Futures

Asia Society Career Opportunity

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WASHINGTON, D.C.

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Location: Washington, D.C.

Position: Operations and Program Coordinator

FSLA Status: Non-Exempt

SUMMARY:

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 an Operations and Program Coordinator for its Washington, D.C. office to provide logistical and coordination support for ASPI policy initiatives and operations, coordinate aspects of and contribute to ASPI's content and project development, coordinate policy-related events for ASPI, and provide administrative support.

RESPONSIBILITIES:

- Coordinate aspects of and contribute to ASPI's content development and publications, including input for ASPI monthly newsletter; drafting blog posts, etc.; and managing the marketing of public events through the creation and coordination of email campaigns.
- Coordinate private and public events and meetings, including booking space and logistical needs, mailing invitations, helping to secure speakers, assisting in organizing the actual event, and conducting necessary follow up.
- Prepare substantive materials for use in public and private events, including but not limited to public announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and blogs and other social media and web content describing the event.
- Manage the calendar and travel of the Vice President/head of the Washington Office.



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- Prepare and reconcile the monthly expenses of the VP/head of the Washington Office.
- Manage functions related to correspondence, acknowledgements, responding to billings, inquiries, and requests for assistance/information from the public and other entities as appropriate.
- Assist in the management of the ASPI corporate sponsorship program and other fundraising activities, including tracking grant reporting deadlines, and developing grant proposals and reports.
- Develop and maintain systems and procedures to ensure timely and efficient workflow.
- Assist in coordinating operations of the Asia Society Policy Institute's D.C. office
- Manage the contact lists and databases of the Washington Office.
- Other duties, as assigned.

REQUIREMENTS:

- College degree required (in social sciences preferred), with 2 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.



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ABOUT ASIA SOCIETY

Founded in 1956, Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of \$44m.

Asia Society is committed to creating a diverse, inclusive, and empowering workplace. We believe that engaging staff, interns, and volunteers with diverse backgrounds enables us to better realize our mission of navigating shared futures.

Asia Society offers a generous benefits package including health, dental, and vision coverage, a 403(b) retirement plan, numerous paid holidays, tuition reimbursement, self-development hours, and more. Please visit www.asiasociety.org/about/careers and click on "Employee Benefits" to view our full benefits summary

Benefit package highlights:

- An HRA plan (fully funded by Asia Society) supplements our medical plan and covers the full annual deductible.
- After 1 year of service (1,000 hours), Asia Society contributes 6% of gross earnings to an eligible employee's 403(b) account, regardless of whether the employee makes their own contributions.
- Asia Society offers Self-Development time off, including Self-Development Summer Fridays between July 4th and Labor Day.

Asia Society is an equal opportunity employer. Women and people of color are strongly encouraged to apply.

HOW TO APPLY

To be considered for this role, all interested applicants must submit a completed application to:

aspjobs@asiasociety.org.



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A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Include the job title in the subject line.