Asia Society Career Opportunity

Location: New York

Department: Asia Society Policy Institute – Center for China Analysis

Reports To: Senior Fellow, Chinese Economy

Job Type: Full-Time

FSLA Status: Non-Exempt

Salary Range: $36,000 - $45,000

SUMMARY:

Asia Society Policy Institute’s Center for China Analysis in its New York Office is looking for a Chinese Economy Research Assistant for a full-time position. The Research Assistant will primarily be responsible for building, updating, and maintaining the Center’s Chinese economic database.

RESPONSIBILITIES:

- Collect and organize economic and financial market data relating to the Chinese economy.
- Build, update, and maintain a Chinese economic database, under the direction of the Senior Fellow on Chinese Economy.
- Use economic and financial market data to prepare graphic, table, and PPT presentations.
- Utilize gathered data to conduct simple statistical and economic analysis under the direction of the Senior Fellow on Chinese Economy.
- Track economic policy announcements and developments in China.
- Draft briefs and other materials for use in project deliverables.
- Other duties, as assigned.

REQUIREMENTS:
Bachelor’s degree in economics and/or statistics.
1-3 years of relevant work experience.
Fluency in both Chinese and English.
Demonstrated experience in handling data collection, organization and table/graphic presentation. Experience with Chinese economic data a plus.
Able to conduct simple statistical and economic analysis of economic data under supervision.
Strong organizational skills and attention to detail.
Motivated and responsible team player.

ABOUT ASIA SOCIETY:

Asia Society, founded by John D. Rockefeller the 3rd in 1956, is a global non-profit dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. Headquartered in New York City, with 15 centers located in Asia, Europe, and the U.S., the Asia Society has a dynamic and impressive board of trustees of more than 70 international leaders representing thought leadership in policy, the arts, education as well as in governance and philanthropy.

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 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 who values diversity in the workplace. 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:

aspijobs@asiasociety.org

A completed application must include:
- Resume
- Cover letter
- Subject line: Chinese Economy Research Assistant