



*Navigating Shared Futures*

## Asia Society Career Opportunity

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**Location:** New York

**Department:** Asia Society Policy Institute – Center for China Analysis

**Position:** Operations Coordinator

**Reports To:** Operations and Strategy Manager

**Job Type:** Full-Time

**FLSA Status:** Non-Exempt

**Salary Range:** \$40,000 - \$53,000

### POSITION SUMMARY:

The Asia Society Policy Institute's Center for China Analysis is a leading global center for policy-relevant, objective analysis of China's politics, economy, and society, and its impact on the region and the world, in an era of growing strategic competition. The Center seeks an Operations Coordinator for a full-time position in its New York Office. The Operations Coordinator will work closely with the Center's Operations and Strategy Manager to provide operations, administration, grant management and fundraising support.

### RESPONSIBILITIES:

- Assist in the Center's fundraising efforts, including coordinating outreach to potential funders, assisting in drafting grant proposals and reports, and managing the administration of corporate sponsorships and other philanthropic support for the Center.
- Assist in tracking grants progress and reporting, help develop methods and metrics to track external communication and measure the impact of the Center's initiatives and projects, and build out and manage the Center's contact lists and stakeholder databases.
- Provide administrative and operations support to the Center's staff and fellows, including but not limited to, orientation, onboarding and offboarding of personnel, preparing and renewing contracts, coordinating and preparing for internal and external meetings, and maintaining supplies and subscriptions for the center.
- Assist in running private and public events and meetings, including but not limited to corresponding with participants, booking facilities and speaker arrangements, securing catering, building targeted invitation lists, drafting and



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distributing invitations, collecting/tracking RSVPs, and sending attendee confirmation emails.

- Provide general project management support to initiatives undertaken by the Center and assist in developing and maintaining systems and procedures to ensure timely and efficient workflow internally and with external partners.
- Assist in managing the calendars and travel arrangements for the Center's Executive Director and Managing Director when needed.
- Other duties, as assigned.

### **REQUIREMENTS:**

- College degree required (in non-profit management, social sciences or similar preferred), with two to three years of related work experience;
- Demonstrated experience in providing operations and administrative support;
- Ability to coordinate a variety of tasks simultaneously and consistently follow up on details a must;
- 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;
- 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; proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook);
- Demonstrated experience in donor engagement and grant management preferred;
- Demonstrated interest in policy issues and China a plus;
- Highly proficient in English; proficiency in Chinese a plus;
- Demonstrated interest in policy issues and China a plus;
- Team player willing to assist, where needed.

### **COMPENSATION AND BENEFITS:**

**Salary Range:** \$40,000 - \$53,000

*Compensation within this range is determined by skills, experience, and organizational equity.*

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](http://www.asiasociety.org/about/careers) and click on "Employee Benefits" to view our full benefits summary



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**Benefit package highlights:**

- An HRA plan is available to supplement our medical plan.
- 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 4<sup>th</sup> and Labor Day.

**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, and 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.

**HOW TO APPLY:**

To be considered for this role, all interested applicants must submit a completed application to the following email: [aspijobs@asiasociety.org](mailto:aspijobs@asiasociety.org).

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Subject line containing: job title

*Asia Society is an Equal Opportunity Employer who values diversity in the workplace. Women and people of color are strongly encouraged to apply.*