

# Asia Society Career Opportunity

**Location: Los Angeles**

**Position: Assistant Director (Grade 7) Code 1810**

## **Purpose:**

The Assistant Director is a multi-faceted position in support of Asia Society Southern California and the Executive Director. The AD will be responsible for coordinating and managing daily office operations, as well as assisting in overall program and financial management. ASSC organizes public programs and private events on a range of topics, including policy, business, economics, society, the arts and education, as they pertain to Asia, U.S.-Asia relations and Asian Americans. Experience in event planning, public relations, development, a commitment to excellence are required.

## **RESPONSIBILITIES:**

- **Program Planning and Execution**
  - Assist the Executive Director with developing high-quality initiatives, programs, and public events to advance Asia Society's mission in Southern California
  - Manage program logistics, including budgeting, tracking speaker and guest invitations, and other correspondence; coordinating travel, securing venue, catering, and audio-visual needs, and assessing on-site needs
  - Track program attendance and registration using relevant databases
  - Oversee day-of-event logistics, including liaising with speakers and partners, coordinating staff and volunteer assignments, and managing all registration, A/V, and catering needs
  - Coordinate post-event activities, send thank-you letters, and manage other follow-up tasks
  
- **Marketing and Communications**
  - Produce outreach and marketing materials for ASSC programs, such as flyers, emails, website calendar listings, and content on Asia Society blogs and social media platforms
  - Represent the Asia Society at community events and activities

- Maintain excellent communication and collaboration with partner organizations, networks and board members, to build relationships and advance ASSC's program goals
- Assist the Executive Director and the Board with fundraising support
  
- **Office Management**
  - Oversee day-to-day operations, including but not limited to handling record-keeping and accounting, ordering supplies, and hiring and supervising interns
  - Prepare documentation for presentation at internal and external meetings
  - Manage ASSC membership applications, dues and communications
  - Other duties as assigned

#### **QUALIFICATIONS:**

- Bachelor's degree. A major in Asian or Asian-American studies or international relations/business is desired, but not required
- At least 3 years of related work experience (5-6 years preferred), including event planning
- Interest in and knowledge of Asia is highly desired
- Proactive, "can-do" mindset, the agility to multi-task and work on deadline in a fast-paced environment, and ability to follow through on tasks and projects
- Team player who is organized, detail-oriented and self-motivated
- Excellent research, writing and interpersonal communication skills
- Flexibility to work before/after normal business hours, as needed for programs
- Proficiency in all Microsoft Office programs
- Proficiency in databases such as Raiser's Edge, as well as Adobe Photoshop, InDesign and Quicken accounting software are highly desired
- Knowledge of web and social media marketing; experience maintaining webpages
- Experience managing and liaising with third-party vendors and contractors

## **COMPETENCIES:**

### **Leadership:**

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

### **Professional and Results-Oriented:**

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

### **Collaboration and Teamwork:**

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

### **Innovation:**

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

### **Technical Expertise:**

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

**For information on benefits go to:**  
[www.asiasociety.org/jobs](http://www.asiasociety.org/jobs)

**How to apply:**

Please email your cover letter and resume indicating salary requirements to: [jkarp@asiasociety.org](mailto:jkarp@asiasociety.org). Indicate job title and job code 1810 in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates 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.*

Asia  
Society



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John D. Rockefeller 3rd

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