

Asia Society Career Opportunity

Location: Washington, D.C.

Position: Program Assistant, Asia Society Policy Institute (Grade 3)
Code 1811

Purpose:

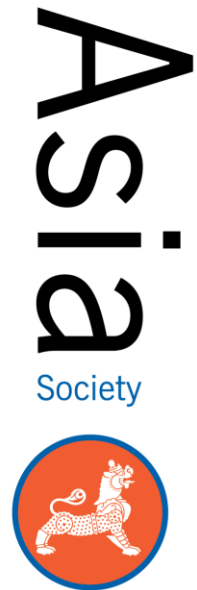
The Program Assistant provides research and logistical support on an initiative pertaining to China and Southeast Asia, as well as other duties as needed. This is a temporary position, expected to last for four months.

RESPONSIBILITIES:

- Serve as project coordinator on an initiative evaluating China-Southeast Asia relations. Under the supervision of the Director for Political-Security Affairs, coordinate all logistical and administrative arrangements for the project;
- Serve as primary interlocutor with foreign experts and research institutions to coordinate arrangements for overseas research and engagements;
- Schedule in-country coordination arrangements for research interviews, including translators, governmental approvals, and scheduling interviews;
- Assist the Director for Political-Security Affairs with additional research projects, project coordination, articles, and other duties as needed;
- Develop and maintain systems and procedures to ensure timely and efficient administrative workflow;
- Other duties as assigned.

QUALIFICATIONS:

- College degree required (Master's degree preferred), with one-three years of related work experience;
- Demonstrated interest in policy issues and/or Asia;
- Willingness to maintain a flexible schedule that will require work outside of traditional hours to facilitate duties across time zones;
- 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, including proofreading, and editing skills, and ability to research information and present it concisely;



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- 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); knowledge of Prezi and database software preferred;
- Team player willing to assist where needed.

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

How To Apply:

Please email your cover letter, resume, and salary requirements to aspjobs@asiasociety.org
Indicate job title and reference code 1811 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.

Asia Society is an equal opportunity employer.