

Asia Society Career Opportunity

Location: New York City

Position: Event & Project Management Consultant, China Learning Initiatives
(temporary)

Purpose:

Asia Society's Center for Global Education, China Learning Initiatives team is looking for an **Event & Project Management Consultant** to fill an opening for maternity leave (November 2019-May 2020). The consultant will support the team in two key areas: (1) the planning and execution of the **2020 National Chinese Language Conference (NCLC)** and (2) the planning and execution of the **Zhi-Xing Fellows program**.

RESPONSIBILITIES:

I. Coordinate the planning and execution of the 2020 National Chinese Language Conference.

About the Conference: NCLC is the largest annual convening in the United States and North America that brings together leaders and practitioners in the field of Chinese language and culture education and U.S.-China education partnership. It is dedicated to enhancing the capacity for teaching and learning of Chinese language culture by sharing cutting-edge practices and examples with educators and policymakers. Through the unique forum of the NCLC, the organizers aim to encourage dialogue and coordination of efforts in the field of Chinese language education and to promote wide-scale success. The conference is organized by the Asia Society and College Board.

Next year, the conference will be held on May 7-10, 2020 in Orlando, Florida and is expected to attract over 1,200 teachers, administrators, policymakers and exhibitors from across the U.S. and worldwide.

For more information on the conference, please visit:

<https://asiasociety.org/national-chinese-language-conference/about-conference>

1. Conduct background research for the conference plenaries and topics.
2. Manage and coordinate invitations and communication to conference speakers, including invitation acceptance, arranging travel logistics and contracts, coordinating a detailed plan for each plenary session and the speakers, arranging pre-conference calls with speakers, etc.
3. Assist with communications with the Program Advisory Committee.
4. Coordinate all communications to conference attendees.
5. Manage the Request for Proposals review and selection process.



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6. Manage conference breakout sessions, including selection decision notification for each proposal, confirming the participation of each presenter, assigning time slots and rooms for each session, notifying presenters of updates about the session arrangement, addressing questions and concerns from presenters, etc.
7. Manage the conference official email account and address all coming inquires.
8. Lead the production of the program book and on-site signage.
9. Manage, maintain and update the conference website and App.
10. Manage the conference e-blast announcement system (Mailchimp), and send out conference updates to all subscribers.
11. Coordinate pre-conference school visits and workshops.
12. Manage relations with vendors and contractors of the conference, such as photographers, printed materials designers, and app developers.
13. Keep track of the conference budget.

II. Coordinate the student recruitment and planning process of Zhi-Xing Fellows

About Zhi-Xing Fellows: The Fellowship was officially launched in 2017 with the goal of inspiring and building connections between the next generation of global leaders in the US and China. Jointly implemented by China Education Association for International Exchange (CEAIE) and Asia Society, this Fellowship is a highlight of U.S-China People-to-People Exchange, championed by the US Secretary of State and the Chinese counterpart.

Annually, 60 student leaders, with equal representation from the US and China, are selected from the most prestigious universities. Together, they carry out research activities in China over a period of three weeks. The Fellowship combines seminars and lectures with field visits, and culminates in capstone projects through which fellows present their findings.

For more information, please visit: <https://www.zhixingfellows.com/>

1. Develop a recruitment strategy and manage the recruitment and selection process for the 2020 Zhi-Xing Fellows program.
2. Coordinate the production of promotional materials, including video, flyer, handbook, etc.
3. Manage communications with applicants and selected fellows.
4. Manage the program official email account, and address all coming inquires.
5. Liaise with the program's partner.

QUALIFICATIONS:

- Bachelor's degree required; Master's degree in related field preferred
- 2-3 years of experience in events planning and program management
- Fluent in English; Proficiency in Chinese is preferred but not required
- Excellent multitasking and organizational skills



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- Excellent cross-culture communication skills
- Experience working with international exchange programs preferred
- Must be proficient in all Microsoft Office applications
- Proficiency in Mailchimp, Drupal 8, and Photoshop is preferred

HOW TO APPLY

Please email your cover letter, resume and salary expectations to:

educationjobs@asiasociety.org

List job title in the subject line.

Asia Society is an equal opportunity employer.

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