

# Asia Society Career Opportunity

**Location:** New York

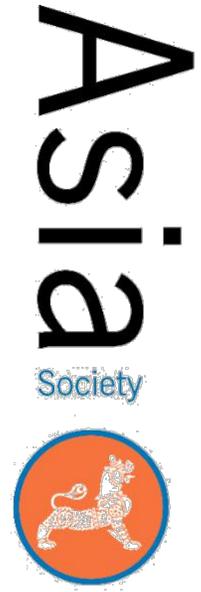
**Position:** Program Officer/Senior Program Officer, Asia-Pacific Sustainability Code 2006

## **Purpose:**

The Asia Society Policy Institute (ASPI) is a solution-oriented think-and-do tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region. ASPI seeks a Program Officer or Senior Program Officer for ASPI's sustainability projects, with a focus on both the development of carbon markets in Asia, in particular in China, and the potential for future federal cooperation on climate between the United States and China. The role involves research and drafting, management and coordination of deliverables such as reports and events, logistical and administrative assistance, conference support, and budget tracking. The position will support both the Director of Asia-Pacific Sustainability and the Senior Advisor on Multilateral Affairs to the President and work across two independent projects, which have distinct timelines for completion. It is an up to three-year, grant-funded position, with the potential of renewal.

## **Responsibilities:**

- Support the design, goal-setting, and implementation of activities for the sustainability projects;
- Coordinate domestic and international meetings of the projects, engage in all the logistical and administrative tasks that entails;
- Steward all reports or other online and print content through the design/publication process;
- Communicate with existing project stakeholders and help build new relationships for the projects in China, the United States, Asia, and beyond, including with diplomats, carbon market experts, government and intergovernmental practitioners, the private sector, and civil society;
- Assist the Director and Senior Advisor in identifying experts and leaders from stakeholder groups to take part in initiative activities and manage this engagement logistically and through liaising with high-level participants;
- Assist the Director and Senior Advisor in shaping and executing private and public meetings and programs;
- Monitor, process, and report to Director and Senior Advisor on expenditures and budgetary considerations for the projects;
- Play a leading role in drafting reports on project progress and activities for funders, ensuring with the Director, Senior Advisor and Asia Society's development department that all commitments are met;
- Conduct desk research on carbon market developments in China, elsewhere in Asia, and internationally as well as global



HONG KONG  
HOUSTON  
LOS ANGELES  
MANILA  
MUMBAI  
NEW YORK  
SAN FRANCISCO  
SEOUL  
SHANGHAI  
SYDNEY  
WASHINGTON, D.C.

GLOBAL HEADQUARTERS  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.AsiaSociety.org](http://www.AsiaSociety.org)

- climate politics and the UNFCCC negotiations, with a specific focus on the position of China and the United States;
- Independently and in assistance to the Director and Senior Advisor, draft, review, and edit reports, speeches, op-eds, white papers and other publications for the projects;
- Work with the Asia Society communications team to ensure that sustainability publications reach intended audiences and gain public traction;
- When necessary, represent ASPI and the projects on behalf of the Director and Senior Advisor in both public settings and private briefings;
- Engage in other duties as assigned.

**Qualifications:**

- For the Senior Program Officer level, 3+ years, and for Program Officer level at least 1 year of experience of policy analysis in the fields of sustainability, climate change, and ideally with a specific background or knowledge of carbon markets and/or global climate politics and the UNFCCC negotiations;
- Experience preferred in supporting the introduction and implementation of emissions trading systems in Asia and/or working on international climate policy in either China or the United States;
- Familiarity with the primary stakeholders in the carbon market field in Asia, particularly China, and internationally a plus and/or familiarity with those engaged in international climate policy work in either China or the United States;
- Experience with engaging government officials (including diplomats), business leaders, and other influential constituencies in policy projects;
- Experience with organization and delivery of events such as workshops, panel discussions, roundtables, etc;
- Experience participating in multidisciplinary, collaborative research, analysis, and development projects in Asia preferred;
- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results; able to work independently with minimal supervision;
- Advanced degree in environmental policy, international relations/affairs, political science, public policy, international economics, or other related area preferred;
- Outstanding written and oral communication skills with proven ability to present information clearly, concisely, and in a timely manner;
- Fluency in English required; proficiency in Mandarin, a plus;
- Data mining, analysis, and visual presentation development skills essential; competencies in R, Dedoose, Mindmap, Photoshop, and/or InDesign a plus.

**How to Apply:**

Please email (1) cover letter addressing qualifications; (2) resume; and (3) salary requirements to [aspjobs@asiasociety.org](mailto:aspjobs@asiasociety.org). These attachments should be PDF or MS Word files.

The email subject line should indicate the job title and code for the thematic area in which you are applying, and your last name.

Only complete applications will 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.