

## Asia Society Career Opportunity

**Location:** New York

**Position:** Special Assistant and Advisor to the President  
Asia Society Policy Institute Code 2008

### **Purpose:**

The Special Assistant and Advisor to the President works closely with the President of the Asia Society Policy Institute (ASPI), managing travel and logistics on the ground; providing policy-focused advice and conducting research; drafting talking points, speeches, and articles; liaising with myriad colleagues and external stakeholders on behalf of the President; coordinating and creating events with other organizations internationally; among other items.

### **Responsibilities:**

- Serve as on-the-ground policy advisor, logistics handler, liaison, and rapporteur to the ASPI President during meetings and travel.
- Coordinate the President's multiple roles/hats with ASPI senior staff to add ASPI value/leverage outputs in all things the President is engaged in
- Draft major speeches, remarks, articles, op-eds, project papers, and correspondence on behalf of the President of ASPI
- Collaborate on the development of new and current projects, including researching and vetting areas of work
- Work in close collaboration with ASPI offices/colleagues to coordinate the dissemination and promotion of the Society's work to policymakers, opinion leaders, and the broader policy community in Asian capitals
- Coordinate ASPI events and private meetings including correspondence with participants, overseeing budgeting, planning, marketing and outreach, logistics, and follow-up tasks
- Prepare materials for use in public and private events, including but not limited to public announcements, program handouts, talking points, PowerPoint presentations
- Manage functions related to correspondence, acknowledgements, inquiries, and requests for assistance/information from the public, media, and other entities as appropriate
- Arrange/manage travel and logistical items as needed
- Other duties as assigned.

Asia  
Society



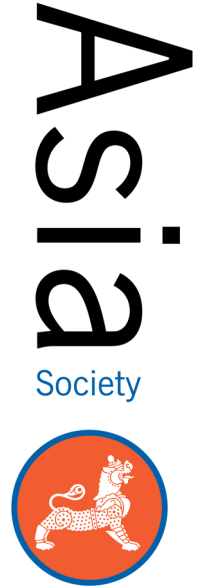
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AsiaSociety.org

## Qualifications:

- Master's degree preferred, preferably in international relations, political science, economics or a related field
- 3-4 years of related work experience
- Interest and background in U.S. foreign policy and/or Asian affairs preferred
- Ability to travel extensively (50+% of time) and with little notice
- Outstanding attention to detail and ability to troubleshoot
- Outstanding oral and written communications skills
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, work independently, and solve problems
- Proficiency in an Asian language (particularly Arabic, Japanese, Hindi, Korean, or Russian) a plus
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies
- Team player willing to assist where needed
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint and Outlook); image, video, and audio editing experience a plus



## How To Apply:

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

[aspjobs@asiasociety.org](mailto:aspjobs@asiasociety.org)

List job code 2008 and job title in the subject line.

Asia Society is an equal opportunity employer.

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