



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

### **ASSISTANT PROGRAM MANAGER (BUSINESS & POLICY) (CONTRACT)**

#### ***Responsibilities:***

- Report to Head of Programs & Initiatives;
- Research and develop business and policy programs;
- Manage logistics with speakers, program partners and venues;
- Production of program-related marketing material;
- Manage marketing and outreach of programs;
- Manage program administration; and
- Other ad hoc duties as assigned.

#### ***Requirements:***

- University graduate with at least 3 years relevant experience;
- Experience in business and policy issues;
- Excellent interpersonal and communication skills (written and oral);
- Excellent organizational and administration skills;
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint) and database management;
- Fluency in written and spoken English;
- Flexibility regarding schedule as many programs held in evenings and at weekends; and
- Good team player with an eye for detail, and an ability to multi-task in a fast paced, changing environment.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.