



Founded in 1956 by John D. Rockefeller 3rd 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:

PROGRAM OFFICER (BUSINESS & POLICY) (CONTRACT)

Responsibilities:

- Report to Head of Programs (Business & Policy);
- Manage program administration;
- Manage logistics with speakers, program partners and venues;
- Assist in production of program-related marketing material;
- Assist in marketing and outreach of programs;
- Assist in research and development of business and policy programs;
- General program-related administrative duties; and
- Other ad hoc duties as assigned.

Requirements:

- Degree holder in any disciplines;
- Relevant experience in communications, journalism, business and policy issues will be an advantage;
- Mature and people-oriented;
- Excellent interpersonal and communication skills (written and oral);
- Excellent organizational and administration skills;
- Proactive, well-organized, conscientious and meticulous;
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint) and database management;
- Complete fluency in written and spoken English and Chinese. Fluency in Putonghua an advantage;
- Flexibility regarding schedule as many programs held in evenings and at weekends; and
- Good team player with the ability to multi-task and work independently and under high pressure 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.

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.