

## JOB DESCRIPTION

**TITLE:** Program Manager

**LOCATION:** San Francisco / Silicon Valley

**DATE:** 2018-2019

**PROGRAM/DEPT:** Northern California Center

**REPORTS TO:** Executive Director

### **PURPOSE:**

Reporting to the Executive Director, the Program Manager will provide logistical and coordination support for programs, events and initiatives as well as coordinate aspects of and contribute to the Center's content and project development, including assisting with marketing, social media, and developing program systems.

### **RESPONSIBILITIES:**

- Coordinate private and public events and meetings in San Francisco and Silicon Valley, including booking space and logistical needs, sending invitations, helping to secure speakers, assisting in organizing the actual event, and conducting necessary follow up.
- Coordinate aspects of and contribute to ASNC content development and publications, including input for ASNC communications; and managing the marketing of public events through the creation and coordination of email campaigns
- Prepare substantive materials for use in public and private events including, but not limited to, public announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and blogs and other social media and web content describing the event.
- Assist in the management of the Center's corporate sponsorship pitches and programs as related to the program calendar
- Where applicable, working with the Center's development expert, identify possible funding sources, sponsors and co-sponsors for programs
- Coordinate intern research outputs through oversight and review of specific research tasks and projects related to ASNC programs and projects
- Coordinate intern marketing projects
- Build marketing strategies for specific programs that align with center goals
- Manage and maintain the program calendar with the program team
- Prepare and reconcile the monthly expenses as related to programs

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**GLOBAL HEADQUARTERS**  
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- Develop and maintain systems and procedures to ensure timely and efficient workflow.
- Manage contact lists and databases as related to ASNC programs, becoming proficient with Salesforce programs and tools for both list management and marketing outreach tools, such as Salesforce marketing cloud.
- Prepare content for the web in advance of programs to generate interest and as a follow-up to programs to create long-lasting relevant content

Other duties as assigned.

#### **QUALIFICATIONS:**

- College degree required, with 3-4 years of related work experience
- Highly organized and a self-starter, with strong attention to detail and an entrepreneurial spirit, strong background with events organization and events logistics
- Excellent written and oral communication skills, including proofreading, and editing skills, and ability to research information and present it concisely
- Demonstrated interest, and ideally knowledge about, Asia
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up to execute programs down to the last detail
- Resourcefulness, with an orientation to measurable results
- Strong ability to interact across time zones and with diverse constituencies, including experts, funders/donors, and all levels of staff with tact and good judgment
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint, and Outlook); knowledge of Salesforce and database software preferred
- Team player, willing to assist where needed

#### **COMPETENCIES:**

##### **Leadership:**

Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals  
 Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

##### **Professional and Results-Oriented:**

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision

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- Good judgment, tact and discretion
- Ability to translate ideas into action
- Good ambassador for Asia Society, with current knowledge about the organization locally and globally

**Collaboration and Teamwork:**

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Technical Expertise:**

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes
- Comfortable with using Salesforce suite of products, as well as other tools, including social media proficiency and Mailchimp

**HOW TO APPLY:**

Please email your cover letter, resume, and salary requirements to [sanfrancisco@asiasociety.org](mailto:sanfrancisco@asiasociety.org) or fax to (415) 421-2465. Indicate job title in the subject line. No phone calls please. Asia Society is an equal opportunity employer.

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