

Asia Society Career Opportunity

Location: New York

Position: Assistant Director, US Programs - Code 2120

Purpose:

The Assistant Director, US Programs will assist in running all aspects of the Center on U.S.-China Relations based in New York, which is dedicated to promoting better understanding of U.S.-China relations through research, the distribution of timely information on critical issues, the creation of collaborative projects and the development of creative public programming across policy and business, media, arts, and culture.

The Assistant Director will work closely with the Arthur Ross Center Director and the Associate Director of US Programs to ensure the smooth running of Center projects, including planning and executing public and private events; overseeing outreach and communications; organizing policy-related work including Task Forces and related working groups; and working closely with production and events teams on the COAL+ICE photography and multimedia exhibition taking place in spring 2022 in Washington, D.C.

Responsibilities

- Support the Arthur Ross Director and Associate Director of US Programs in running the Center’s activities and outreach.
- Help manage the Task Force on US-China Policy and related policy-focused work, including organizing participants, meetings, agendas, partnerships, public events, report production and publicity.
- Serve as rapporteur for Task Force on US-China Policy meetings and other high-level engagements.
- Update and maintain the Center’s online presence, including website, event calendar listings, and social media accounts.
- Draft and coordinate monthly email newsletters.
- Represent the Center at weekly global programming meetings.
- Update and maintain contact databases, mailing lists, media databases, and internal planning calendars.
- Execute and manage payments to external vendors and contributors and reconcile department expenses.
- Work closely with Associate Director on project budgets and fundraising, including donor and grants management.
- Support production, event, and communications teams for COAL+ICE photography and multimedia exhibition taking place in spring 2022, including general coordination, event logistics, contracts and payments, partnerships, and donor management.
- Participate in relevant internal and external meetings relating to Center activities.

Qualifications:

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- Advanced degree in international relations/affairs, political science, public policy, Chinese history or politics, or other related area.
- 5-6 years related experience with at least 4 years in US-China relations.
- Experience in developing, coordinating, and running programs and initiatives.
- Deep knowledge of Chinese affairs, including current affairs, media and the internet, policy and history.
- Self-motivated, disciplined, with ability to carry out long-term projects.
- Excellent organizational, writing and research skills, and interpersonal skills.

Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information, please visit: www.asiasociety.org/about/careers and click on “Employee Benefits” to view our full benefits summary.

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to chinacenterjobs@asiasociety.org. These attachments should be PDF or MS Word files.

Only complete applications will be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.

Asia Society is an equal opportunity employer.