



JOB DESCRIPTION

Job Title:	Education Project Outreach Specialist
Classification:	Part-Time Contractor
Compensation:	\$28-\$35/hour
Schedule:	Up to 40 hours per month; flexible within Monday-Friday business hours
Reports to:	Senior Director of Education and Outreach

ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

Asia Society Texas has built an innovative Education Project, operational now for one year. To help support this new endeavor and brand for the organization, the Education Project Outreach Specialist will promote the project and secure new partners. Ideally, the Specialist will have relationships with schools and experience with schools and district administrative options, understand curriculum, and be enthusiastic about global education. They are responsible for developing and executing an outreach plan and will be the first contact in cultivating relationships with new educational stakeholders.

RESPONSIBILITIES:

New Prospects (Vetting, Assessing, Outreach):

- Research potential partners.
- Develop and execute an outreach strategy aligned with the goals of AST's Education and Outreach team and targeting diverse sectors.
- Reach out for introductions cold calls or find a connector from AST stakeholders); set up introductory meetings, depending on partner, including Education and Outreach leadership
- Meet with Education and Outreach leadership on a biweekly basis to review outreach plans and strategy.

Existing Prospects:

- Follow up on existing prospects to steward relationships and provide new or additional information.
- Follow up to offer tours (*Explore Asia* or Louisa Stude Sarofim Gallery) and to use scholarship funds to leverage opportunities.
- Collaborate regularly with the Education and Outreach team to ensure seamless handoff of experiences.



Current Partners:

- Ensure scholarship schools are scheduled with Education and Outreach Operations Coordinator to ensure completion; work with team to coordinate.
- For new partners in the first year, check in on a quarterly basis and develop an assessment tool for consistency.
- For existing partners starting Year 2 and beyond, check in on a quarterly basis for continued cultivation of the relationships.
- Promote and encourage engagement in Education and Outreach programming.

Other Duties:

- Market educator professional development events to local schools.
- Conduct prospecting potential partners through Texas and nationally, starting Spring 2025.
- Grow and maintain district and schools contact database.
- Analyze school outreach data and make recommendations for additional outreach opportunities.

QUALIFICATIONS:

- Successful track record with business development, sales, and account management with K–12 schools and districts.
- Experience in central office curriculum development or external partnership development.
- Strong knowledge of the Houston geographical territory and existing contacts in K–12 education. Knowledge outside of Houston is a plus.
- Able to work well in a team environment, manage multiple assignments, and meet deadlines.
- Comfortable working on virtual platforms and communicating in remote or hybrid environments.

PERSONAL CHARACTERISTICS:

- Excellent interpersonal skills and ability to work collaboratively and professionally with a diverse set of colleagues and customers.
- Detail-oriented with strong planning, organizational, and problem-solving skills.
- Enjoys working in a fast-paced environment.
- Demonstrates a high level of ethics and integrity.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is



occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.