

Location: Korea Center
Job Title: Events & Program Assistant/Intern
Job Classification: Full-Time

Asia Society Korea's Events & Program Assistant works closely with the Executive Director and Program Coordinator in ensuring the efficient and effective implementation of events and programs.

Responsibilities:

- Under supervision and direction, researches or contributes to web updates and newsletter articles as required
- Translates English-Korean/Korean-English documents as needed
- Provides support for various activities or events
- Drafts program-related materials as requested
- Assists in managing various social media networks
- Performs other duties as assigned

Requirements:

- Bachelor's degree and/or its equivalent
- Minimum of two years' related experience
- Excellent verbal and written communication skills; strong interpersonal and organizational skills, with attention to detail
- Ability to handle confidential information with excellent judgment and discretion
- Demonstrated ability to set priorities and meet deadlines
- Must be able to work under pressure, manage competing responsibilities with resilience with minimal supervision

How to apply:

Please send resume and cover letter to koreacenter@asiasociety.org.

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Society



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John D. Rockefeller 3rd

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