



Navigating Shared Futures

Asia Society Career Opportunity

HONG KONG

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MANILA

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MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

Location: New York

Position: Events Coordinator

FSLA Exemption Code: Non-Exempt

SUMMARY:

The Events Coordinator assists in planning, preparation, and execution of all Asia Society internal and external events and functions. Exemplary communication and customer service skills make guests feel welcomed. The role therefore requires a combination of attention to details as well as strong interpersonal skills, organizational and planning skills in order to successfully coordinate and execute a variety of social and corporate events as related to the organization's and/or client's needs.

RESPONSIBILITIES:

- Event planning, coordination and execution
- Maintaining and monitoring the institutional event schedule
- Interdepartmental, external client, and supplier communications
- Ensuring proper protocol standards are implemented and maintained, including COVID safety issues
- Logistics management
- Client outreach
- Customer Service
- Monitoring website, Google Ad Word and social media campaigns
- Event analysis, tracking event key performance indicators
- Other duties, as assigned

REQUIREMENTS:

- Bachelor's degree. A focus in hospitality or related field and related work experience is strongly preferred
- Experience in event planning and coordination
- Professional experience working with international organizations preferred



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ABOUT ASIA SOCIETY:

Founded in 1956, Asia Society’s purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology.

Asia Society is an Equal Opportunity Employer.

HOW TO APPLY:

To be considered for this role, all interested applicants must submit a completed application to the following email: eventsvsjobs@asiasociety.org.

A completed application must include:

- Resume or CV
- Cover Letter
- Subject line containing: job title and your last name.