



Job Title: Executive Assistant
Reports to: President
Classification: Full time/Exempt
Work Schedule: 40 hours per week;
May be required to work some evenings and weekends

Organizational Summary:

With 12 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position Overview:

The Executive Assistant supports the President on all work related activities, functions, and administrative tasks. A qualified candidate will have experience managing an extensive and detailed Outlook calendar, a history of executing all aspects of on-site meetings, the ability to record detailed meeting notes, field incoming calls and emails, work in collaboration with the President on all project planning, execution, and daily administrative activities. Position requires the ability to engage professionally, courteously, and with a customer-service oriented approach with board members, executive committee members, patrons, business professionals and other VIP's.

Responsibilities:

- Extensive Outlook calendar management for President, including meetings, events, drive time, conference calls, travel itineraries, tentative plans and action items/tasks.
- Supports President with scheduling, correspondence, emails, incoming requests, RSVP's, project planning/execution, compiling/generating reports, preparing presentations and printed materials for meetings.
- Planning, scheduling and execution of key meetings, including set-up/break down, ordering food/beverages, execution of requested materials or AV needs, assisting attendees, and being the liaison for the President. Occasional offsite travel will be required for meetings/events.
- Responsible for maintaining minutes for key meetings through direct transcription. Filing all minutes electronically and in binders for quick reference.
- Responsible for maintaining all Board and Committee related materials both electronically and in binders.
- Collaboration with President on preparing presentations to Board and Advisory Board. PowerPoint presentations, written materials/reports, agendas, spreadsheets, and visual displays.
- Oversees incoming ("date stamp") and outgoing mail activities. (Both office mail and the President's communication to board members, committee members and patrons.)

- Responsible for fielding all incoming email and phone calls for the President. Ability to professionally and promptly handle all local, national, and international calls. Requires exceptional communication skills combined with a high level of sensitivity, confidentiality, diplomacy, and the ability to take detailed messages and refer calls appropriately.
- Responsible for general administrative functions including ordering supplies, maintaining data/forms, making travel arrangements, completing mileage/reimbursement forms, updating accounts and managing President's online files.
- Organizing requests from members of the board and other important donors.
- Preparing and disseminating the annual Board Directory.
- Managing the annual committee review process.
- Working with curatorial department and leadership for visiting dignitaries or special out-of-town guests to coordinate exhibition tours.
- Anticipating informational needs of the President, including biographies for upcoming meetings and events.
- Attending and assisting with events as assigned by the President.
- Other responsibilities as assigned by the President.

Qualifications:

- Bachelor's Degree preferred but not required.
- 1 – 2 or more years' administrative experience, a non-profit setting helpful, but not required.
- Experience working with executive professionals, dignitaries, board members or executive committees.
- Excellent written and oral communication skills with a high attention to detail.
- Proficiency with Microsoft Office software. Outlook, Word and basic excel experience required. Helpful software would include: PowerPoint, Adobe Acrobat Pro, Publisher, and Adobe InDesign.
- Ability to plan, multi-task, maintain high organizational standards, work with attention to detail, problem solve and work in daily collaboration with changing priorities.
- Desire to thrive in a team environment that takes pride in the organization's mission, commitment to integrity, willingness to innovate, and an overall enthusiasm for our brand.

Requirements:

The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Compensation:

Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel nor relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume indicating position and salary requirements to:

Human Resources Department, HRDept@asiasociety.org.

Indicate job title in the subject line.

Resumes without cover letters will not be accepted.

No phone calls, please.

Only those candidates considered for an interview will be contacted. A background check will be required as part of the selection process.

Please regard your resume as having been received unless your email is bounced back.