



*Navigating Shared Futures*

## **Asia Society Career Opportunity**

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**Location:** San Francisco

**Position:** Executive Associate - Code: 2221

**FSLA Exemption Status:** Exempt

### **SUMMARY:**

Established in 1956 by John D. Rockefeller 3rd, we are the leading educational institution dedicated to promoting mutual understanding and strengthening partnerships across people, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, we provide insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

The Executive Associate supports the Executive Director on all work-related activities, functions, and administrative tasks. A qualified candidate will have experience managing an extensive and detailed Outlook calendar, keeping Salesforce updated, hosting video meetings and events, a history of executing all aspects of on-site and virtual meetings, the ability to record detailed meeting notes, field incoming calls and emails, work in collaboration with the executive director 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 the Executive Director, including meetings, events, drive time, conference calls, travel itineraries, tentative plans and action items/tasks.
- Supports the Executive Director with scheduling, correspondence, emails, incoming requests, RSVP's, project planning/execution, compiling/generating



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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 executive director. Occasional offsite travel will be required for meetings/events.
- Being technical lead for video meetings and events, currently using the Zoom platform.
- Collaborating with tech/AV colleagues at NY Headquarters to make sure the team has updated versions of all software and executes best practices for security and efficiency.
- 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 Executive Director 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 including physical office mail and the Executive Director's communication to board members, committee members and patrons.
- Responsible for fielding all incoming email and phone calls for the Executive Director. 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 the Executive Director's online files.
- Organizing requests from members of the board and other important donors.



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- 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 executive director, including biographies for upcoming meetings and events.
- Attending and assisting with events as assigned by the executive director.
- Other responsibilities as assigned by the executive director.

### **QUALIFICATIONS:**

- Bachelor's Degree preferred but not required.
- 3-4 years' related experience, in a non-profit setting preferred.
- 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: Salesforce, Zoom, PowerPoint, Adobe Acrobat Pro, Publisher, and Adobe InDesign.
- Self-starter, 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 work.

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

### **HOW TO APPLY:**



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Please email your cover letter and resume indicating position reference code 2221 and salary requirements to: [asncc@asiasociety.org](mailto:asncc@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. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an Equal Opportunity Employer.