

## **HEAD OF PROGRAMS (BUSINESS & POLICY)(CONTRACT)**

### **Responsibilities:**

- Report to the Executive Director;
- Research, development, and execution of multiple-level programs, including lectures, seminars and other program formats for sophisticated audiences on economics and business, political developments, technology, the environment, health, education, and other issues of importance to Asia;
- Development and maintenance of relationships with prospective program resources in Asia and elsewhere with a particular focus on relationships in Hong Kong. Special focus on expanding our network of opinion leaders in business, academia, government and the media;
- Administration of all programming activities including budgets, venue and logistical arrangements, publicity and outreach, and cost accounting;
- Writing, editing and utilization of communications vehicles, including program flyers, newsletters, the Asia Society website, program transcripts, research papers, etc. to extend the reach of the programs and for marketing, fundraising, and sponsorship purposes;
- Ability to work with the Asia Society membership and other community groups to ensure appropriate attendance at all programs;
- Proactive liaison with colleagues in the Asia Society in New York and at other regional centers; and
- Collaboration and integration with the Center's membership team to ensure programs are responsive to member interests and to develop special programming for different membership categories

### **Requirements:**

- Bachelor's degree in Asian Studies, Political Science or International Relations is desirable with 6 to 8 years of relevant experience in developing and executing programs;
- Knowledge of Asia is important;
- Must have excellent English writing and speaking skills and the ability to interact with diverse publics. Cantonese and/or Mandarin are helpful;
- Candidate must have excellent organizational, writing, verbal and computer skills;
- Excellent management skills with strong ability to manage and motivate staff within the team;
- Able to work with a wide range of people and personalities, manage multiple projects, meet deadlines, and follow through on details; and
- Flexibility regarding schedule is a must as many programs are in the evenings or on weekends.



亞洲協會香港中心

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purposes only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.