JOB DESCRIPTION

TITLE: Executive Associate

LOCATION: San Francisco/Silicon Valley

DATE: August 2022

PROGRAM/DEPT: Northern California Center

REPORTS TO: Executive Director

PURPOSE:

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 virtual 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 and advisory council members, donors and sponsors, business professionals and leaders and other VIPs.

RESPONSIBILITIES:

- Extensive Outlook calendar management for the Executive Director, including in-person and virtual meetings, events, drive time, conference calls, zoom meetings, travel itineraries, tentative plans and action items/tasks.
- Support the Executive Director with scheduling, correspondence, emails, incoming requests, RSVPs, project planning/execution, compiling/generating reports, preparing presentations and printed materials for meetings including board and advisory council meetings. Requires exceptional communication skills combined with a high level of sensitivity, confidentiality, diplomacy, and the ability track and manage detail.
- Planning, scheduling and execution of key meetings, including set-up/break down, ordering food/beverages, execution of requested materials or AV tech 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.
- Collaborate with IT colleagues at NY Headquarters to make sure the team has updated laptops and versions of all software and executes best practices for security and efficiency.
- Responsible for updating and maintaining all board and advisory council related materials both electronically in box and physically in file folders.
- Responsible for updating and maintaining Center documents as a newly established 501c3.
- 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.
- Responsible for keeping the Center’s Standard Operating Procedures (SOP) accurate and updated
- Assist with the staff recruitment process and tracking candidates who apply for open positions
- Work with the team to prepare for visiting dignitaries or special out-of-town guests to coordinate meetings and exhibition tours.
- Anticipate 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 collaborative team environment that takes pride in the organization’s mission, commitment to integrity, willingness to innovate, and an overall enthusiasm for our work.
COMPETENCIES:

Professional and Results-Oriented:

- Highly organized and a self-starter, with strong attention to detail and an entrepreneurial spirit
- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action
- Good ambassador for Asia Society Northern California, with current knowledge about the organization locally and globally

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Actively follows best practices in nonprofit communications and is highly collaborative, organized, adaptable and team-oriented.
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, virtual events, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one’s own technical area and effectively prepares for anticipated changes
- Experience in Zoom and Salesforce highly desirable and the use of custom web forms and membership tools is a plus. Strong computer skills (MS Word, MS Excel) are required.
This is a full-time non-exempt position. The Center offers a competitive salary, as well as a comprehensive benefits package. For benefits information, please click: Benefits Summary

How to Apply:

Please email your cover letter, resume, and salary requirements to asncc@asiассоciety.org. Indicate job title in the subject line. No phone calls please. Asia Society is an Equal Employment Opportunity Employer.