DEPARTMENT: Programming  
REPORTS TO: Executive Director

PURPOSE: The Program Officer will oversee all aspects of development, coordination, and implementation of public and private programs on a broad range of topics including policy, business, education, arts and culture; in the context of strengthening Asian and U.S.-Asia relations. In coordination with the Executive Director, s/he will also help identify and cultivate prospective donors such as individual, foundation and corporate donors.

RESPONSIBILITIES:

- Develops program strategies that fulfill the objectives of ASPF
- Implements day-to-day programming tasks to ensure smooth and timely execution of projects and activities, including conferences, special events, and other public programs in the fields of arts & culture, business & policy, education, and leadership
- Establishes networks and maintains good relationships with key stakeholders
- Directs marketing and communication activities to strengthen the Center’s presence and branding
- Serves as liaison in programming concerns between the Philippine Center and all other centers of Asia Society
- Assists the Executive Director in overseeing operations in the Philippine Center, by providing managerial and administrative support in relation to project planning, design and implementation
- Assists the Executive Director in fundraising activities
- Participates in project monitoring and evaluation and review of ongoing and future projects, as needed
- Coordinates with Marketing & Communications agencies or with colleagues assigned to fulfill this function
- Represents Asia Society at public events and private briefings
Requirements:

- Bachelor’s Degree in related field
- Preferably with corporate experience (at least 3 years) in project management, business development, and strategy.
- Exceptional interpersonal skills and the ability to work successfully with diverse constituencies, including corporations, government, embassies, NGOs, academic institutions, and media.
- Highly organized with strong attention to detail, and able to manage multiple tasks.
- Creative and entrepreneurial spirit with a high degree of confidence and ability to exercise independent judgment and problem-solving.
- Interest and background in Asian and international affairs.
- Outstanding verbal, written, and overall communication skills.
- Proficiency with Microsoft Office Suite with basic background of Adobe suite.

How to Apply:

- Submit your (a) Resume and (b) Cover Letter to:

  Joy F. Alampay
  Executive Director
  Asia Society Philippine Foundation, Inc.
  Email: ManilaHR@asiasociety.org

- Indicate “Application: Program Officer” on email subject line.
- Applications with incomplete requirements will not be accepted. No phone calls, please. Considered candidates will only be contacted.
- Regard applications as received unless email bounced back.

Asia Society Philippines is an equal-opportunity employer.