



Philippines

Founded in 1956 by John D. Rockefeller 3rd

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ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

Job Opening: Program Officer

DEPARTMENT: Programming

REPORTS TO: Executive Director

PURPOSE: The Program Officer is a key part of Asia Society Philippines as it holds responsibility for the successful development, coordination, and execution of public and private programs for the organization. With the objective of primarily improving people-to-people relations in the Philippines, Asia, and the West, s/he will require effective interaction with the following key stakeholders such as institutional partners, donors, and Asia Society Philippines Trustees and Members.

RESPONSIBILITIES:

- Lead the implementation of the Asia 21 Philippines Young Leaders Initiative (forum, lecture series, reunions, etc.)
- Spearhead the organization of programs and activities that aim to promote the mission of the organization
- Serve as liaison in programming concerns between the Philippine Center and other centers of Asia Society
- Assist the Executive Director in overseeing operations in the Philippine Center
- Assist the Executive Director in fundraising activities
- Represent Asia Society at public events and private briefings
- Establish and maintain good relationships with the key stakeholders

REQUIREMENTS:

- Bachelor's Degree in related field with at least 3 years of experience in project management
- 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-solve
- Interest and background in Asian and international affairs
- Outstanding verbal, written, and overall communications skills
- Proficiency with Microsoft Office Suite with basic background of Adobe suite

Kindly address your cover letter to the Executive Director, Suyin Liu Lee and submit together with your CV at manilahr@asiasociety.org. Please indicate on email subject line: "Application: Programs Officer".

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ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

AIM Conference Center, 2nd Floor, Benavidez corner Trasierra Streets, Legaspi Village, Makati City, Philippines 1260
Phone 632.550.2612 Telefax 632.810.8983

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