

Asia Society Career Opportunity

Location: New York

Position: Operations and Digital Outreach Coordinator – Code 2116

Purpose:

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) is a think- and do- tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region. ASPI seeks a Coordinator to support ASPI's operations and external engagement. This role also provides research, coordination, and administrative support for ASPI's policy initiatives.

Responsibilities:

Operational Support and Digital Outreach (75%)

- Coordinate virtual and in-person private and public events and meetings, including but not limited to corresponding with participants, booking facilities and speaker arrangements, securing catering, building targeted invitation lists, drafting and distributing invitations, collecting/tracking RSVPs, and sending attendee confirmation emails.
- Assist in updating and maintaining the ASPI webpage and social media channels, including but not limited to drafting and finalizing language for review and posting, and keeping a content calendar.
- Assist with the management of the summer, fall, and spring internship program, including organizing intern research outputs.
- Update and maintain ASPI's contact databases, mailing lists, media databases, internal planning calendars, and additional databases as assigned.
- Prepare and reconcile monthly department expenses and maintain supplies and subscriptions.
- Reassign emails sent to the ASPI general inbox, as well as incoming phone calls/messages.
- Serve as rapporteur for ASPI Council meetings, and other high-level engagements.
- Provide additional operational support to the Managing Director and department as needed.

Initiative Support (25%)

- Engage in research, coordination, and administrative support for policy initiatives relating to security, sustainability, or prosperity in the Asia-Pacific region as assigned.

Qualifications:

- College degree required, with two to three years of related work experience;

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- Demonstrated interest in external relations, operational and strategy support, international relations, and/or Asia;
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details;
- Highly organized, with strong attention to detail and an entrepreneurial spirit;
- Excellent written and oral communication skills, including proofreading, and editing skills, and ability to research information and present it concisely;
- Resourcefulness, with an orientation to measurable results;
- Excellent computer skills. Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook); Experience with Salesforce and Marketing cloud; Knowledge of Prezi and database software preferred;
- Team player willing to assist where needed.

How To Apply:

Please email your cover letter, resume, and salary requirements to aspijobs@asiasociety.org Indicate job title and reference code 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.