

Asia Society Career Opportunity

Location: Washington, D.C.

Position: Operations and Program Coordinator – Code 2115

Purpose:

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) 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 an Operations and Program Coordinator for its Washington, D.C. office to provide logistical and coordination support for ASPI policy initiatives and operations, coordinate aspects of and contribute to ASPI's content and project development, coordinate policy-related events for ASPI, and provide administrative support.

Responsibilities:

- Coordinate aspects of and contribute to ASPI's content development and publications, including input for ASPI monthly newsletter; drafting blog posts, etc.; and managing the marketing of public events through the creation and coordination of email campaigns.
- Prepare substantive materials for use in public and private events, including but not limited to public announcements, program handouts, talking points, PowerPoint presentations, correspondence with participants, and blogs and other social media and web content describing the event.
- Assist in the management of the ASPI corporate sponsorship program and other fundraising activities, including tracking grant reporting deadlines, and developing grant proposals and reports.
- Coordinate private and public events and meetings, including booking space and logistical needs, mailing invitations, helping to secure speakers, assisting in organizing the actual event, and conducting necessary follow up.
- Manage the calendar and travel of the Vice President/head of the Washington Office.
- Assist in coordinating operations of the Asia Society Policy Institute's D.C. office.
- Prepare and reconcile the monthly expenses of the VP/head of the Washington Office.
- Develop and maintain systems and procedures to ensure timely and efficient workflow.
- Manage functions related to correspondence, acknowledgements, responding to billings, inquiries, and requests for assistance/information



Founded in 1956 by
John D. Rockefeller 3rd

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from the public and other entities as appropriate.

- Manage the contact lists and databases of the Washington Office.
- Other duties as assigned.

Qualifications:

- College degree required (in social sciences preferred), with 2-3 years of related work experience
- 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
- Demonstrated interest in policy issues and/or Asia.
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details
- Resourcefulness, with an orientation to measurable results
- Strong ability to interact across time zones and with diverse constituencies, including experts, trustees, funders/donors, and all levels of staff with tact and good judgment
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint, and Outlook); 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.