



Navigating Shared Futures

Asia Society Career Opportunity

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Location: New York

Position: Operations and Strategy Coordinator, China Research Center

FSLA Exemption Status: Non-Exempt

SUMMARY:

The Asia Society Policy Institute is a think- and do-tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, and sustainability. The Institute has a long-standing China focus and will this year open a dedicated China research center focused the full range of China's economic, political, technological, and other policies and trends.

The Operations and Strategy Coordinator works to support and systematize the China research center's operations and strategic engagement. This role also provides events coordinating support and drafts documents on all China related initiatives and efforts for internal and external use.

RESPONSIBILITIES:

- Assist in the development of, and maintain and implement the systems and procedures to ensure timely and efficient administrative workflow in areas including contact management, billing, stewardship, gift processing, procurement, and partnership tracking. With this, the Operations and Strategy Coordinator will engage in the following:
 - Liaise with China-related projects in the center, ASPI and AS more general
 - Develop and maintain a contact database and mailing lists of



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China experts and China correspondents

- o Process and track invoices, reimbursements, and money owed, and reconcile expenditures
- o Maintain electronic and/or hard-copy files related to institutional history and development; Maintain templates of strategic or institutional documents
- o Maintain calendars of (A) upcoming events and communications; and (B) internal deadlines for deliverables related to institutional items
- Coordinate 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.
- Work with Asia Society and ASPI teams to facilitate communications support to ensure proper dissemination of the center's activities.
- Provide strategy support such as draft outlines, bullet points, and documents focused on institutional and strategic development for board and council meetings; draft consultant, partnership, and pledge agreements. Provide operational support to the Managing Director



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and the center, including coordinating and preparing for internal and external meetings, creating agendas, processing and tracking expenses and grants, and maintaining supplies and subscriptions.

- Other duties as assigned.

QUALIFICATIONS:

- College degree required, with two to three years of related work experience;
- Demonstrated interest in external relations, operational and strategy support, and/or China;
- 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;
- 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. Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook);
- Fluency in English required, proficiency in Chinese preferred;
- Team player willing to assist where needed.



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Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information please visit www.asiasociety.org/about/careers and click on "Employee Benefits" to view our full benefits summary.

HOW TO APPLY:

Please email your cover letter and resume indicating salary requirements to: [PAYCOM MAILBOX LINK](#).

Indicate job title 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.