



Navigating Shared Futures

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TOKYO

WASHINGTON, D.C.

ZURICH

Asia Society Career Opportunity

Location:	New York
Department:	Digital and Communications
Position:	Press Officer
FSLA Exemption Status:	Non-Exempt
Reports To:	Director of Communications & Marketing

SUMMARY:

Asia Society, founded by John D. Rockefeller the 3rd in 1956, is a global non-profit dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. Headquartered in NYC, with 15 Centers located in Asia, the US and Europe, Asia Society has a dynamic and impressive Board of Trustees of more than 70 international leaders representing thought leadership in policy, the arts, education as well as in governance and philanthropy.

Asia Society is looking for a Press Officer to oversee media relations and serve as our primary on-the-record spokesperson. This person will be charged with generating press coverage for Asia Society at large, with a specific focus on our policy and current events work.

RESPONSIBILITIES:

- Increase media coverage of Asia Society's policy work
- Oversee messaging, press events and briefings, pitching, and media training for Asia Society
- Build relationships with relevant members of the media to ensure our experts are sought after by the press, including for op-eds, live interviews, and statements, and to promote Asia Society's policy content and programs to a broader audience
- Cultivate our internal policy experts, fellows, and leadership to be successful ambassadors for Asia Society in the media, online, and at public events
- Coordinate breaking news rapid response scenarios, including drafting a statement, press activation, and social media response and monitoring
- Advise global departments and centers on generating media coverage of major conferences, report launches, and other announcements.
- Work with Development and Asia Society leadership to maximize press coverage of our major events
- Monitor press coverage and ensure relevant stories are amplified internally and externally



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- Other duties, as assigned

REQUIREMENTS:

- 3-4 years of related experience
- Experience working in or with media focused on Asia, politics, or public policy
- B.A. in related fields or equivalent experience
- Excellent writing skills
- Comfort staying actively engaged with journalists and fostering new relationships
- Ability to think on the fly and a comfort improvising in high pressure moments
- Experience leveraging social media to drive press attention and vice versa
- An interest in Asia and the work we do

ABOUT ASIA SOCIETY

Asia Society is committed to creating a diverse, inclusive, and empowering workplace. We believe that engaging staff, interns, and volunteers with diverse backgrounds enables us to better realize our mission of navigating shared futures.

Asia Society offers a generous benefits package including health, dental, and vision coverage, a 403(b) retirement plan, numerous paid holidays, tuition reimbursement, self-development hours, and more. Please visit www.asiasociety.org/about/careers and click on “Employee Benefits” to view our full benefits summary

Benefit package highlights:

- An HRA plan (fully funded by Asia Society) supplements our medical plan and covers the full annual deductible.
- After 1 year of service (1,000 hours), Asia Society contributes 6% of gross earnings to an eligible employee’s 403(b) account, regardless of whether the employee makes their own contributions.
- Asia Society offers Self-Development time off, including Self-Development Summer Fridays between July 4th and Labor Day.

Asia Society is an equal opportunity employer. Women and people of color are strongly encouraged to apply.

HOW TO APPLY:

To be considered for this role, all interested applicants must submit a completed application to: marketingjobs@AsiaSociety.org

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Subject line including the job title