

## Asia Society Career Opportunity

**Location:** New York

**Position:** Program Officer Code 2204

### **PURPOSE:**

This full-time Program Officer, based in New York, will assist in running administrative and other aspects of the Center on U.S.-China Relations, which is dedicated to promoting better understanding of U.S.-China relations through research, the distribution of timely information on critical issues, the creation of collaborative projects, and the development of creative public programming across issues including policy and business, media, arts, and culture.

The Program Officer will work closely with the Arthur Ross Center Director and the Associate Director of US Programs, to ensure the smooth running of Center projects. This includes providing administrative support to budget planning and execution, contributing to planning and holding public and private events, coordinating outreach and communications, and coordinating policy-related work including Task Forces and related working groups.

### **RESPONSIBILITIES:**

- Support the Arthur Ross Director and Associate Director of US Programs in running the Center's activities and outreach.
- Provide administrative support for budget, grants, expenses and payments to external vendors and contributors.
- Coordinate speakers, AV, box office and publicity for both public and private events, virtual and in person, some on evenings or weekends, with some travel for events possible.
- Assist in coordination of the Task Force on US-China Policy and related policy-focused work, including helping as needed to organize participants, meetings, agendas, partnerships, public events, report rollouts, and publicity.
- Update and maintain the Center's online presence, including updating website, event calendar listings, and social media accounts.
- Update and maintain contact databases, mailing lists, media and journalist databases, and internal planning calendars.
- Coordinate drafting and sending out monthly email newsletters.

Asia  
Society



Founded in 1956 by  
John D. Rockefeller 3rd

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[AsiaSociety.org](http://AsiaSociety.org)

- Participate in relevant internal and external meetings relating to Center activities.
- Represent the Center at Asia Society meetings in New York, as requested.
- Other duties, as assigned.

### **QUALIFICATIONS:**

- Two to three years of administrative experience, ideally including organizing speaker events and other programs, coordinating conferences, reconciling expenses, and providing support for grant proposals and implementation.
- Bachelor's degree, preferably in international relations/affairs, political science, public policy, Chinese history or politics, or other related area.
- Chinese language skills a plus.

### **COMPETENCIES:**

#### **Professional and Results-Oriented:**

- Excellent organizational and interpersonal skills.
- Able to work independently with minimal supervision.
- Able to translate ideas into action.
- Conscientious and efficient in meeting commitments and observing deadlines.
- Focused on accuracy in all things, from fact-checking reports and correspondence, to double-checking numbers in grant proposals and budget-related work.
- Detail-oriented, with a long-term outlook. Able to create and adhere to realistic longer-term timelines of what administrative support will be needed when.
- Good judgment, tact, and discretion
- Good ambassador for Asia Society, with current knowledge about the organization locally and globally.
- Able to consistently produce results that achieve the Center's goals and objectives.

#### **Collaboration and Teamwork:**

- Works well with others to achieve shared goals, by developing and maintaining responsive, cooperative, and mutually beneficial internal and external relationships.
- Skilled at communicating with people from different cultures and backgrounds, across time zones.

- Able to act as a global facilitator to exchange ideas and build understanding.

**Technical Expertise:**

- Good writing and editing skills.
- Social media proficiency.
- Experience with, or ability to quickly come up to speed using Salesforce suite of products, as well as other tools, to help manage the Center website and draft publicity pages for public events.
- Accounting experience, including work with Excel spreadsheets, preferred.

Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information please visit [www.asiasociety.org/about/careers](http://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 position reference code 2204 and salary requirements to: [chinacenterjobs@asiasociety.org](mailto:chinacenterjobs@asiasociety.org)

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.

The Asia Society is an equal opportunity employer.