

Asia Society Career Opportunity

Location: Washington, D.C.

Position: Senior Program Officer, Asia Society Policy Institute
(Grade 6) - 1816

Purpose:

The Senior Program Officer coordinates and manages initiatives, including task forces, policy commissions, and Track II dialogues carried out by the Asia Society Policy Institute (ASPI), an independent, non-partisan, global think/do tank focused on tackling the major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region. He/she also coordinates ASPI's public events and private meetings/roundtables in Washington, D.C.

Responsibilities:

- Manage Asia Society Policy Institute initiatives—with a particular focus on Asian regional trade and economics—including task forces, commissions, and dialogues, and other projects as assigned.
- Under the oversight of the Vice President draft speeches, talking points, reports, op-eds, blog-posts, and other communiques.
- Coordinate ASPI's public events (panel discussions and conferences) and private meetings (high-level briefings and roundtables), engaging in budgeting, planning, marketing, drafting and issuing invitations, outreach, logistics, and follow up tasks.
- Prepare 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 describing the event.
- Assist in managing and regularly updating web content for the ASPI webpage and monthly e-newsletter, as well as social media focused on the D.C. office.
- Collaborate on the development of new initiatives and projects, including analyzing, researching, and vetting areas of work, and drafting grant proposals.
- Manage grants that fund the project work on which you are focused, including keeping track of expenses, timelines, and deliverables, and drafting grant reports.
- Manage the intern program, and other administrative functions as assigned.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- Other duties as assigned.

Qualifications:

- Master's degree preferred, and preferably in international relations, economics, political science, Asia studies, communications, or a related field
- 3-4 years of related work experience, including project planning and management
- Interest and background in U.S. foreign and economic policy and/or Asian affairs preferred
- Outstanding oral and written communications skills
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, work independently, take initiative, and solve problems
- Experience drafting grant proposals a plus
- Strong ability to interact with the public, foreign officials, and senior individuals and work collaboratively with diverse constituencies
- Team player willing to assist where needed
- Excellent computer skills, including advanced Microsoft Office knowledge (Word, Excel, PowerPoint and Outlook); Image, video, and audio editing experience a plus

Competencies:**Leadership:**

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

How to apply:

Please email your cover letter and resume and salary requirements to aspjobs@asiasociety.org. Indicate job title and reference code 1816 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.