

Asia Society Career Opportunity

Location: Northern California

Position: Tech Policy Fellow – 2119

Purpose:

Asia Society seeks a Tech Policy Fellow based in San Francisco or Silicon Valley to expand the Asia Society Policy Institute’s activities and impact in technology and to support the work of the Asia Society Northern California Center.

The Asia Society Policy Institute (ASPI) is a solution-oriented think and do tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region. The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders, and institutions of Asia and the United States in a global context. The Asia Society Northern California Center (ASNC), through its diverse and multidisciplinary programming in the areas of policy, business, arts, culture and technology, presents timely and relevant forums for educating and engaging the public about critical issues facing the United States, Asia and the world.

The Tech Policy Fellow will serve with the executive director of ASNC as a representative of Asia Society in Northern California and play a leading role in developing and expanding its profile and activities. Reporting to the leadership of ASPI and ASNC, the Fellow will develop and implement ASPI’s major policy initiatives related to Technology; the Fellow will also assist with ASNC programming in San Francisco and Silicon Valley. The Fellow will also seek to expand Asia Society’s network within the local policy and business communities and share Asia Society’s work with business leaders, policymakers, and media.

Responsibilities:

- Play a leading role in the design, goal setting, and engaging in all facets of implementation of ASPI’s initiatives and projects that are focused on technology in the U.S. and Asian nations.
- Represent Asia Society in the Tech policy community to build and strengthen relationships and partnerships with relevant stakeholders, including policymakers, academics, think tank experts, business leaders, and members of the press, as well as Asian diplomatic officials and representatives from multilateral organizations.
- Organize and plan ASPI events with ASNC featuring senior U.S. and Asian tech leaders in Northern California.
- Identify experts and leaders from stakeholder groups to take part in initiative task forces/steering committees; manage this engagement and liaise with these high-level participants.
- Develop deep connections with major local tech companies.
- Stay abreast of new developments in the Tech area of focus; analyze policy; lead in the coordination and development of policy roadmaps and recommendations; draft white papers and articles for diverse audiences.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- Develop and implement strategies for promoting ASPI's other initiatives on trade, security, and sustainability issues, and securing the attention and engagement of influential constituencies in Northern California.
- Contribute to the development of policy-related programming organized by ASNC.
- Manage the tasks of staff engaged in your initiatives, as well as the budget of these initiatives, in concert with your supervisors at ASNC and ASPI.
- Plan and carry out fundraising activities for your portfolio, in coordination with the Asia Society's development department, ASNC, and ASPI senior staff.
- Additional duties as assigned.

Qualifications:

- Seven to nine years of progressively responsible experience managing and leading initiatives on Tech policy issues.
- Expertise in key issues in Tech including but not limited to AI, data governance, security, and semiconductors in the U.S. and Asia.
- Proven history of generating impact in the policy space by engaging government officials, business leaders, and other influential constituencies in policy projects.
- Demonstrated experience in policymaking or policy research, or in influencing policy from a business perspective.
- Experience working with staff in a matrixed organization preferred; experience in nonprofit management including strategy, fundraising, and administration a plus.
- Advanced degree in international relations/affairs, political science, public Policy or other related area preferred.
- Fluency in English required.
- Commitment to fostering international cooperation.

How to Apply:

Please email your cover letter, resume, and salary requirements to asncc@asiasociety.org Indicate job title: Tech Policy Fellow 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 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.

Asia Society is an Equal Opportunity Employer.