



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

Asia Society Career Opportunity

Location:	Remote
Department:	Digital and Communications
Position:	UX/UI Designer
FSLA Exemption Status:	Non-Exempt
Reports To:	Director, Digital Product

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 UX/UI designer with a good visual eye and experience solving complex problems. This individual will be part of the Digital and Communications team, which includes content, marketing, and branding, and work closely with the Director of Digital Product to lead Asia Society's web and tech strategy. They will also work closely with program stakeholders and Asia Society's global staff to create forward thinking user experiences across Asia Society's web and digital properties. Asia Society works with an international audience across policy, arts and culture, education, sustainability, business, and technology.

REMOTE OPPORTUNITY:

Digital and Communications is a distributed team, with members working both remotely and at Asia Society's New York office. Applicants must be based in the United States or be eligible to work in the United States, and an East Coast time zone is preferred.

RESPONSIBILITIES:

- Work collaboratively with content and marketing teams to identify and resolve problem areas throughout Asia Society's existing web and digital properties.
- Work closely with stakeholders to develop web/digital design solutions for new and future projects.
- Think critically and creatively about the needs of web visitors and digital audiences and create meaningful UX/UI solutions



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

- Create web experiences that lead to conversion
- Develop and maintain UX/UI design systems
- Develop easy-to-use designs, user flows, sitemaps, wireframes, and prototypes; both low and high fidelity
- Champion user-centric design that brings value and joy to our digital visitors.
- Work closely with Asia Society's branding team to create experiences that reinforce Asia Society's brand and brand hierarchy.
- Present and justify design solutions to stakeholders and team members, when necessary
- Comfortably communicate with developers and other designers
- Maintain up-to-date knowledge of standards, industry trends, emerging platforms, and design/UX best practices
- Have strong experience in usability testing tools and data-driven design, such as user research, competitive analysis, prototyping, tree-testing, card-sorting, and analytics.
- Take web accessibility seriously, incorporating early and throughout designs, with a goal of WCAG AAA or AA conformance.
- Other duties, as assigned

REQUIREMENTS:

- 3+ years training or experience in UX design, web design, or similar field.
- Proficiency in standard UX design tools e.g. wireframes, workflows, user personas.
- Proficiency in one or more design platforms such as Figma, Sketch, Adobe Creative Suite.
- Experience running usability testing, using both remote tools and in-person methodologies.
- Experience working for mission-based organizations, with unique goals and indicators of success.
- Experience working in Google Analytics to track goals and measure success.
- Experience in quality assurance.
- Familiarity with Pattern Lab preferred.
- Familiarity with Drupal, or similar open-source software, a plus.

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



Navigating Shared Futures

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

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