

Asia Society Career Opportunity

Location: New York
Position: Executive Associate, External Affairs (Grade 6) – Code 114
Posted: 3/23/10

Purpose:

The Executive Associate supports the Vice President, External Affairs by providing administrative support for all activities of the Vice President's office, establishing systems to manage the flow of administrative work in the External Affairs Department and developing and directing the department's office policies and procedures.

Responsibilities:

- Answering telephone calls from a wide array of individuals in the U.S. and Asia, including trustees, high-level donors and staff. This requires exceptional communication skills combined with a high degree of sensitivity, confidentiality and diplomacy and the ability to take detailed messages.
- Scheduling appointments and maintaining Vice President's calendar.
- Editing or composing outgoing correspondence for the Vice President.
- Collecting and assembling background materials for Vice President's daily schedule.
- Performing word processing and spreadsheet applications.
- Maintaining the Vice President's files.
- Handling Vice President's travel arrangements and other reservations.
- Maintaining budget for External Affairs Department.
- Using Raiser's Edge to research information, produce reports.
- Carrying out research projects of various kinds, from individual gift histories to developing new methods of handling various administrative projects.
- Developing systems, policies and procedures for administrative workflow in the department to increase efficiency.
- Assistance with special projects and events as needed.
- Organizing and analyzing mail for proper disposition
- Attending meetings and taking notes, as necessary.
- Providing administrative support to the Board of Trustees' Development and Nominating Committees.
- Providing support to the Director of Special Events, Director of Major Gifts and Director of Corporate Relations when time permits.
- Other duties as assigned.

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Fax 212.517.8315
www.asiasociety.org

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Requirements:

- Bachelor's degree and 4-5 years demonstrated experience acting as right-hand to senior level executive preferred.
- Outstanding written, verbal and organizational skills required.
- Advanced Microsoft Office knowledge (Word, Excel, PowerPoint, and Outlook) and interest and ability to learn new programs as needed.
- Database management experience preferred.
- Must be flexible, highly organized, able to set priorities and manage multiple tasks, take initiative, and be able to come up with creative solutions to resolve problems.
- High degree of confidence and ability to exercise independent judgment required.
- Ability to work with trustees, volunteers, major donors, and all levels of staff with tact and good judgment.
- Knowledge of and interest in Asia a plus.

How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: HR@asiasoc.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.

Thank you for your interest in the position and Asia Society. Subscribe to *eNews*, our weekly email newsletter, and receive information on Asia Society programs and activities: AsiaSociety.org/eNews.

The Asia Society is an equal-opportunity employer.

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