

Asia Society Switzerland was founded in 2016 and is part of the global Asia Society network with 13 offices around the world. Our mission is to prepare Switzerland for the Asian future by fostering Asia Competence, deepening understanding for Asian issues and fostering dialogue between Switzerland and Asia. We are active in the fields of business, policy, arts & culture and education.

In addition to several dozen public and members-only programs, we currently run a series of longer-term initiatives focused on delivering Asia Competence to executives. We also regularly host small informal Executive Roundtables with Asia experts for our *Passport Members*, corporate partners and other stakeholders. We have ambitious plans to grow and expand these initiatives, which is why we are looking for an **Executive Programs Manager (80-100%)** to join our small but growing team as of May 1, 2021 (or later).

Your work

In this newly created position, you are responsible for all our programs and initiatives targeted towards executives and VIPs. This includes conceptual work, topic and speaker research (focusing mostly on policy, business, technology and society), event organization and planning, hosting and moderating events, invitations and outreach as well as RSVP management. You also help create digital content around our programs and support the Executive Director in fundraising and development matters. Since many of these programs are in their early stage, this position offers a unique chance to shape and build them from the ground up and ensure they have the biggest possible impact.

Your profile

For this position, we are looking for a very entrepreneurial, ambitious and structured person with a passion for Asia and Asian issues, and a good understanding of the geopolitical and economic landscape. You should have a BA or MA and at least 4-6 years of work experience. You are comfortable working in a small team and willing to try new things rather than just follow instructions, and you have experience working with corporate clients. Your command of English and German is exceptional, and you are an experienced communicator in both languages. You are used to speaking in front of an audience, and you are capable of leading both online and live discussions with world-renowned experts in a variety of fields. If you have experience in executive education that's a plus, but it's more important to us that you are outspoken, eloquent, reliable and very organized. You are digitally savvy and have experience working with tools like Mailchimp, Google Analytics and Adobe. If you're as excited about developing efficient processes for event RSVPs as you are about discussing China's role in the world, we want to hear from you!

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How to apply

Send your application to switzerland@asiasociety.org until April 12, 2021. For questions about the position, contact Nico Luchsinger, Executive Director, nluchsinger@asiasociety.org.

About Asia Society Switzerland

Asia Society Switzerland is committed to explore Asia's role in a changing and multilateral world and to further the dialogue between Switzerland and Asia. Across the fields of arts, business, culture, education, and policy we provide insights, generate ideas and contribute to a deeper understanding of a part of the world which will shape our future in many ways. Asia Society Switzerland is part of the global network of Asia Society. Founded in 1956 in New York, Asia Society has developed into a thought leader on Asian issues and a vibrant community of decision makers around the world, with offices in Hong Kong, Houston, Los Angeles, Manila, Melbourne, Mumbai, New York, San Francisco, Seoul, Sydney, Tokyo, Washington D.C. and Zurich. As the first chapter in Europe, Asia Society Switzerland provides a unique opportunity to connect to this community and to contribute to a meaningful dialogue about our future.

Asia
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Switzerland

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