

Asia Society Switzerland was founded in 2016 and is part of the global Asia Society network with 12 offices around the world. Our mission is to prepare Switzerland for the Asian future by 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.

We currently host around 40+ high-quality events per year in Switzerland and run several long-term initiatives. We have ambitious plans to increase both the number and quality of programs we run in the coming years. To do so, we are looking for a highly skilled **Program Officer (80%)** to join our small but growing team in Zurich as of December 1, 2019 (or later).

Your work

In this newly created position, you are responsible for developing and producing programs focused on Asian business and policy issues, including logistics, speaker coordination, event marketing and communication with attendees. You also develop templates to streamline our processes and actively build and maintain relationships and help market our events through our newsletters and social channels, working closely with our Program Manager and Co-Directors. Finally, you help coordinate the work of our interns.

Your profile

For this position, we are looking for a very entrepreneurial, ambitious and structured person with a passion for Asia and Asian issues. You should have at least 1-3 years of work experience, be very knowledgeable about Asia, and preferably have experience in event management and/or communication. You are fluent in German and able to write English on a native level. You are digitally savvy and have experience in digital and social media marketing. You are comfortable working in a small team and willing to try new things rather than just follow instructions.

How to apply

Send your complete application (motivation letter, CV, certificates) to switzerland@asiasociety.org until September 20, 2019. For questions about the position, contact Nico Luchsinger, nluchsinger@asiasociety.org.

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