



Asian Cultural Council Administrative Assistant (Part-time, Temporary)

About the Asian Cultural Council

Headquartered in New York City, the Asian Cultural Council (ACC) is a leading nonprofit organization working in cultural exchange between Asia and the U.S. to advance international dialogue, mutual understanding, and respect. Individual fellowships and organizational grants are awarded to support research, study, and creative work by leaders practicing 16 disciplines in the arts and humanities in the U.S. and 25 countries in Asia. ACC staff in New York City work closely with four regional offices in Hong Kong, Taipei, Tokyo, and Manila.

Position Summary

ACC is seeking for **immediate hire** a part-time administrative assistant to support the Executive Office. The role will be for **12-15 hours/week through the end of August 2022**, and pays **\$18/hour**. This is an **in-person role**, and will require reporting to ACC's office at 1 Rockefeller Plaza, Manhattan. Preference will be given to candidates who can be available for a flexible work schedule between the hours of 9am-5pm, Monday-Friday. This role reports to the Manager of Executive Administration and Board Relations and will be responsible for assisting general in-person administrative tasks, including printing and mailing documents, coordinating with office and technology vendors, supporting set-up for hybrid and in-person meetings, and other tasks as assigned.

This role has the potential to transition into a full-time temporary role with additional responsibilities in September 2022.

Position Duties and Responsibilities

General Office Administrative Support

- Print and prepare hard-copy materials to be available for meetings; prepare and send mail and packages to Trustees or other constituents as requested; execute any large printing, copying, or scanning requests from the Executive Director
- Pick up and/or receive deliveries of any needed on-site items, such as office supplies, or snacks and refreshments; notify Manager of Executive Administration of any supplies requests and receive orders upon delivery
- Liaise on-site with ACC's technology vendors to coordinate laptop, monitor, and printer set-up and troubleshooting as needed for staff across departments; and ensure that technology required for hybrid meetings is set up and operated effectively

- Liaise with other vendors in-person as needed to ensure smooth communication and service delivery; including coordination with meeting caterers to receive catering orders on time and ensure appropriate set-up
- Coordinate office set-up for any furniture rearrangements to accommodate in-person meetings
- Assist as needed with review, organization, and required disposal of hard-copy filing clean-out

Operational Support

- Assist on-site with move out from rented apartment by end of June as scheduling permits

Other Responsibilities as Assigned

Position Qualifications

Skills and Abilities

- Keen attention to detail and skilled time management
- Ability to follow instructions and work independently on an assigned task
- Ability to anticipate problems and respond quickly to changing situations
- Professionalism in all communication and interaction on behalf of the organization
- Quick to pick up new operational and administrative systems

Education and Experience

- Minimum Bachelor's degree preferred
- At least two years relevant work experience required
- Experience and familiarity using Microsoft Word and Excel and video-conferencing software

The Asian Cultural Council is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion.

To apply, please submit by Friday, July 1st a resume and brief cover note expressing your interest in the position to opportunities@accny.org. Include "Administrative Assistant" in the subject line of your email.