



PROGRAM ASSOCIATE - BUSINESS PROGRAMS AND CORPORATE AFFAIRS JOB DESCRIPTION

RESPONSIBILITIES

- Assist in the planning and execution of a wide-range of programmatic activities related to U.S.-China business, trade and investment relations. Specific duties may include:
 - Organize activities and events, such as policy summits, business-to-business matchmaking, small- and medium-enterprise workshops, cross-industry networking events, investor and project pitch sessions.
 - Research current critical issues in the area of U.S.-China business, trade and investment ties and develop creative/innovative methods and plans for addressing the issues. Draft research outcome reports and related presentation materials.
 - Coordinate visits of delegations at various levels to/from the U.S. and China.
- Coordinate ongoing programs to engage with state and local officials, businesses, investors and economic development organizations to provide a deeper understanding of the U.S. and Chinese polity, economy and market and to connect businesses and investors in both the United States and China to maximize the economic potential of the bilateral relationship.
- Schedule meetings and travel for the Business Programs team, including prioritizing meetings and communicating all relevant details to participants.
- Assist in establishing and maintaining the Foundation's Corporate Leadership Council. Responsibilities may include but are not limited to serving as a point of contact for council members, coordinating council-related services and activities, preparing draft briefings on relevant topics and handling registration and agendas for council meetings.
- Manage Business Programs and Corporate Affairs contacts in Foundation database.
- Serve as a team member assisting in the planning and execution of the George H. W. Bush Conference on U.S.-China Relations; responsibilities may include but are not limited to serving as a point of contact for speakers, managing a conference application and handling registration and agendas.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree required. Preferred Master's degree in business, economics, international affairs or a related field.
- Minimum three to five years of relevant experience directly related to the essential functions of this position.
- Familiarity with corporate social responsibility programs and structured corporate giving.
- Excellent oral and written English communication skills.
- Proficiency in oral Mandarin Chinese and written Chinese, strongly preferred.
- Experience with organizing a variety of events, including delegation visits, forums and workshops.

- Experience with establishing communications, forging partnerships and maintaining relationships with stakeholders and organizations in the United States, mainland China, Hong Kong and Taiwan.
- Proven ability to exercise independent judgement and authority.
- Team player, excited to work in a start-up environment.
- Flexibility to work occasional evenings and weekends.
- Some travel required, both domestic and international.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Familiarity with Raisers Edge or Salesforce.

SALARY AND BENEFITS

Competitive compensation and benefits, commensurate with experience.

TO APPLY

Please send cover letter and resume to Ms. Sandy Lombardo (slombardo@bushchinafoundation.org).