

Job Title: Program Associate
Location: Beijing, China
Start Date: as soon as possible

Position Summary

The Program Associate works closely with the Afterschool Program Coordinator (APC) to ensure the day-to-day operations of the after-school activities in both Beigao and Sanlitun campuses are running smoothly. This position reports to the APC directly and needs to travel between two campuses.

Responsibilities and Duties

1. Assist the APC in scheduling the Afterschool activities across the school year;
2. Assist the APC in negotiating with the outside vendors or individuals;
3. Assist the APC to identify new outside vendors that provide quality programs and build up good relationships;
4. Assist the APC to communicate with parents, staff, and outside vendors/individuals;
5. Prepare the sign-in/out sheet for both students and teachers;
6. Place orders on the ASA related items;
7. Coordinate with other departments on ASA related stuff;
8. Be responsible for scheduling the weekend programs and summer/winter programs for both Beigao and Sanlitun campuses;
9. Other duties, as assigned by the School.

Qualifications & Requirements

- Minimum of a Bachelor's degree
- Fluent in spoken and written English
- 3+ years working experience (preferred)
- Creative problem-solving skills
- Open-minded, enthusiastic, and willing to embrace a unique, multicultural school culture

Salary

Competitive salary and dependent on qualifications and experience