



**Open to Chinese Nationals only**

**Job Title:** Programs Officer - Beijing

**Department:** Programs

**Job Description**

Compassion for Migrant Children (CMC) is a nonprofit organization based in China which is dedicated to improving the lives of children of migrant workers by engaging them in social and educational programs.

This position is primarily responsible for the coordination and management of the center programs such as the After School Program (ASP), Life & Vocational Skills (LVS), Super Saturday (SS), Teacher Training (TT), Open House Weekend (OHW), Camps, Family Education (FE) and Community Engagement (CE) programs. This position involves the design, implementation and monitoring of programs at the Beijing Community Center. Programs Officer is responsible for community relations and the recruitment of children and adults to attend the programs and volunteers to assist in the programs. The Programs Officer will liaise with the Beijing Community Center Manager to ensure the volunteer needs of the programs are met at all times. This position reports to the Community Center Manager - Beijing, who will supervise and support this role.

**Responsibilities**

**Program Development, Implementation, Monitoring and Evaluation**

- Plan, organize, implement and manage programs
- Ensure the proper monitoring and evaluation of the programs
- Coordinate with various stakeholders of the programs to ensure a harmonious operating environment
- Develop partnerships for various components, in conjunction with the Community Center Manager
- Recruit attendees through liaising with the migrant community, in particular with migrant schools' headmasters, teachers and parents
- Prepares and designs promotional flyers, posters, and materials related to programs
- Respond to different stakeholders' inquiries

**Volunteer Management**

- Implements policies of volunteer department as established by CMC
- Promotes, recruits, interviews and evaluates volunteers
- Builds partnerships and maintains relationships with volunteer associations and civil groups
- Oversees training, development and support of volunteers throughout the length of programs

**Financial Management**

- Familiarize with CMC financial guidelines including programs budgets, expense reports and finance records
- Develop and manage programs budgets under Community Center Manager guidance



#### Research and Development

- Develops and conducts needs assessments of community stakeholders and programs stakeholders (includes parents, children, volunteers, etc)
- Collects and interprets data and modifies programs accordingly with colleagues' input

#### Community Engagement and Family Education

- Engages the migrant community on a regular basis by developing and implementing activities and programs to increase mutual understanding and goodwill

#### Community Center Management

- Ensures operations and programs in the center are running smoothly
- Ensures appropriate facilities and equipment are available
- Hosts visitors to the community center
- Coordinates and initiates neighborhood relationships

#### Work Relationships

Reporting to: Community Center Manager - Beijing  
Peers: Officer

#### Qualifications

- B.A. in Education, Sociology, Social Work, or Psychology
- Minimum 3 years related work experience
- Experience working with children in a classroom setting
- Able to manage multiple projects and responsibilities at once; ability to meet deadlines
- Ability to work easily and effectively with a wide range of people
- Ability to be highly flexible under diverse circumstances
- Excellent attention to detail, accuracy and quality

#### Key Skills & Abilities

- Native Mandarin language skills
- Good professional communication skills in English
- Experience in working in a professional atmosphere
- Proficiency with MS Office Suite especially Word, Excel and PowerPoint; Other
- Ability to function as a leader when called upon to do so, with a servant-like attitude
- Ability to work independently as well as in a dynamic team
- Passion and personal interest in people and providing assistance
- Experience and interest in working with migrants and minorities is a plus

#### Other Information

Employment Type: Full Time (2 years Contract)  
Salary Range: Paid, Unspecified  
Degree: Bachelors  
Experience (years): 3  
Job Location: Beijing, China  
Post Date: 23<sup>rd</sup> June, 2010



Please send resume in both Chinese and English to [recruit@cmc-china.org](mailto:recruit@cmc-china.org). If you would like to learn more about CMC, please visit our website at [www.cmc-china.org](http://www.cmc-china.org).