

Posting Title: Global Compact Fellow, China Operations (1 September 2020– 28 February 2021, extendable)

Location: Shanghai, China

POSITION SUMMARY

This is a fellowship position with a monthly stipend. The qualified Global Compact Fellow will work as part of Global Compact China Operations Team to provide general administrative and logistical assistance to the office's day-to-day operations in China. Additionally, the Global Compact Fellow will perform the tasks of conducting research, data analysis, summary reports, translations of documents, and event support among other tasks.

The Global Compact Fellow reports to Head, China Operations and Asia Pacific Networks of UN Global Compact.

DUTIES AND RESPONSIBILITIES

- Research on given corporate social responsibility and sustainability topics and formulate messages for presentation, communication and/or branding purposes;
- Assist in the preparation of correspondences, meeting agenda/minutes, written reports, campaign emails, letters, etc. following the brand and communication guidelines;
- Assist to manage and update the day-to-day work calendar, and manage and update the meeting and appointment schedules;
- Assist on data entry and database maintenance ensuring safekeeping of confidential materials;
- Collect, compare and analyze data and information and generate research reports;
- Assist to create, develop and edit design products, e.g. social medial graphics, infographics and other visuals for publications, campaigns and events, in accordance with design standards and policies;
- Assist to prepare and consolidate the visual and editorial content for UN Global Compact's media and communication interfaces and marketing activities;
- Assist to create video materials and to edit and translate video clips transcript;
- Provide assistance in preparation and organization of events, conferences, meetings, workshops, seminars/webinars, etc.;
- Provide translation and logistical support during the events and activities;
- Assist in translation of documents and publications from English to Mandarin, and vice versa, individually or in cooperation with translation partners;
- Assist to review and proofread publications and other print materials;
- Assist in processing tendering, purchase, payment and reimbursement through required review and approval process;

- Perform reception desk service and respond to phone call inquiries;
- Monitor and maintain office stationery supplies, furniture, office equipment, computer items including maintenance of stock lists of these items;
- Provide assistance in other administrative and logistical support as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

The successful candidate must meet the following requirements:

- Bachelor degree in relevant areas as a minimum, master degree is preferred;
- Previous work experience in the relevant fields, preferably within an international organization and/or the function of corporate social responsibility;
- Proficiency in English and Chinese, both oral and writing, is required;
- Good communication, interpersonal and teamwork skills;
- Excellent business writing, editorial and translation skills;
- Self-driven, can-do, eager-to-learn and details-oriented attitudes;
- Well-organizing, punctuality, multi-tasking and pressure handling ability;
- Knowledge in CRM (Salesforce) and/or marketing automation software (Pardot) is a plus;
- Experience in webpage and social media applications is a plus;
- Proficiency in Microsoft Word tools is mandatory, and knowledge in graphic design tools (e.g. Photoshop, Adobe Illustrator, Adobe Premiere, In-Design, Acrobat, etc.) is a plus.

APPLICATION DETAILS:

- Duration: 6 months with the possibility of extension;
- This is a paid fellowship with monthly stipend, **without** covering insurance that needs to be self-handled;
- Please include the following application materials in email submission to ungc.china@unglobalcompact.org with the subject heading "Global Compact Fellow – China Operations":
 - Resume/CV (bilingual)
 - Cover Letter (stating why and how you will fit in this internship)
 - Publications (if any)
 - Expected starting date
- Application will be accepted prior to 18 September, 2020;
- Please note this is a **full-time** position;
- Only highly qualified candidates will be contacted for interviews.