

Program and Communications Coordinator, Berggruen Institute Beijing

What We Do:

[The Berggruen Institute](#) was established in 2010 and works across cultures, disciplines, and political boundaries, engaging leading thinkers to develop and promote long-term answers to the biggest challenges of the 21st Century. The Institute hosts reports and activities within four main research themes: [Renovating Democracy](#), [Universal Capital](#), [Future Humans](#), [The Planetary](#), and [Antikythera](#). The Institute has three Centers including [Berggruen Institute Los Angeles](#), [Berggruen Institute Venice](#), and [Berggruen Institute Beijing](#).

Berggruen Institute Beijing (Berggruen Research Center at Peking University) is a hub for East-West, cross-cultural, and interdisciplinary research and dialogue on transformations affecting humanity. With a future oriented perspective, intellectual themes are focused on Frontier Science, Technology, and Philosophy; Creative Futures; and Ancient Wisdom and Planetary Governance. The Berggruen Institute has committed \$22.5 million to the Berggruen Research Center at Peking University, which was launched in December 2018, and it includes a fellowship program and houses program activities such as closed-door roundtables and symposia alongside a host of other public events.

About the Job:

You will be part of the Center's communications and programs team. We hope you are passionate about what we do at the Institute. You will be working in tandem with other program coordinators, and you will report directly to the Chief Operations Officer. We are looking for someone with initiative, a team player, and who possesses a high degree of professionalism.

The position is based in Beijing.

Responsibilities:

- Assist with communications strategy design and implementation. Work closely with our media vendors in co-creating social media content, such as short videos and blog posts, to communicate our ideas, activities, and programs. You may take a leadership role in this field once you get to know the Center and the Institute better.
- Take the lead on assigned projects. Liaise with relevant stakeholders, including academics, policy advisors, and industry researchers across various disciplines.
- Liaise with the Center's fellows and fellows in the LA Headquarters who work on relevant topics.
- Organize events related to the programs. Be proactive in designing topics and discussion formats as well as in all logistical arrangements, in collaboration with fellows and the Office Manager. Keep events' records up to date.
- Attend events organized by partner organizations related to the programs.
- Regardless of who takes the lead, all colleagues are expected to assist one another in their respective projects.
- Proofread articles, papers and social media content before publishing. Program coordinators should familiarize themselves with various academic language and citation styles.

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Qualifications:

- Experience in a role that required rigorous analytical problem-solving and complex stakeholder management.
- Good knowledge of the development of the Center's intellectual themes in China and awareness of global views on these topics.
- Excellent written and verbal communication and interpersonal skills.
- On-hand experience in managing social media accounts.
- At least two years' work experience in related fields.
- Native speaker of Mandarin Chinese, and has the ability to speak and write in English and Chinese fluently and professionally.
- Tolerance for ambiguity and ability to work in a fast-changing environment.
- A master's degree in related fields is an advantage.
- An inquisitive mind, a warm heart, and a passion for learning. Loves working with people!

What the Center can offer:

- A competitive salary package depending on the applicant's experience.
- Opportunity to work closely with world-leading researchers and policy advisors in the field of artificial intelligence, biotechnology, and ethics, as well as on new governance strategies in the digital era.
- Opportunities to work across centers within the Berggruen Institute.

How to apply:

Please email resume which should include information of two referees and a cover letter to ChinaCenter@berggruen.org before July 11, 2024.

The Berggruen Institute is proud to be an equal opportunities workplace. We firmly believe employing a diverse workforce is important regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity, or Veteran status. We make recruiting decisions based on your experience and skills. If you have a disability or special need that requires accommodation, please let us know.