



China Matters seeks a Young Professionals Project Coordinator

China Matters is an Australian public policy initiative, recognised at the highest levels of policy-making as a one-of-a-kind undertaking, distinctive for its independence from government, business and academia, and focused exclusively on the rise of the People's Republic of China (PRC) and how it matters to Australia.

Please see our website chinamatters.org.au

We are currently recruiting a **part-time (0.6FTE) Sydney-based Young Professionals Project Coordinator** to coordinate the delivery of our Young Professionals Project. The China Matters [Young Professionals Project](#) provides a unique platform for Australians in the early stages of their careers to examine, debate and publish on policy issues pertaining to the Australia-China relationship.

The successful candidate will have a broad understanding of the Australia-China relationship along with highly developed project management skills and experience in stakeholder engagement.

The Young Professionals Project Coordinator is expected to:

- Coordinate end to end delivery of the Young Professionals Project.
- Develop and implement strategies for engaging outstanding young individuals under 35 years from across the public and corporate sectors to engage in our Young Professionals Project.
- Design the agenda for Young Professionals events and engage relevant experts to speak at the events.
- Manage administrative processes, budgets and events logistics to ensure that the project is delivered on time and within the allocated resources.
- Liaise with stakeholders across government, academia and the private sector.
- Work effectively with other members of the team including our interns to contribute to the overall work of China Matters.
- For the right candidate, this role will also support the Communications & Events Manager with media and communications outreach.

Essential criteria:

- Hold or currently studying towards a degree in China/Asian studies, international relations, international business, security studies, public policy or similar.
- Demonstrated knowledge of and engagement with Australia-China relations.
- Demonstrated experience in project management, using sound judgement, creativity and initiative to deliver project outcomes.
- Excellent written and verbal communication skills, adapting style and approach according to audience.
- Proven ability to establish and maintain effective relationships with internal and external stakeholders together with demonstrated cross-cultural awareness and sensitivity
- Full working rights in Australia



Desirable:

- Demonstrated experience working with media to enhance the profile and outreach of an organisation
- Knowledge of WordPress and the ability to effectively manage website content

We offer a competitive remuneration package and the opportunity to work in a highly motivated organisation, which has regular engagement with the highest levels of government and business. The role is part-time 0.6FTE with flexibility regarding days and hours.

Term of employment: Part-time 0.6FTE, 2-year contract.

To apply: Please send your resume, contact details of two referees, and a cover letter addressing the selection criteria above to recruitment@chinamatters.org.au. Please use as your email subject title: Young Professionals Project Coordinator.

Applications that fail to address the selection criteria will not be considered.

Enquiries: for position related enquiries, please contact Tris Scott-Durairajah, tris.scott-durairajah@chinamatters.org.au or 0402 429 579.

Applications close: Sunday 16 June 2019