



## **Part-Time Program Manager (Events, Programs, and Fundraising)**

Posted by: US-China Education Trust

Application Deadline: **June 30, 2025**

Contract: Part-Time Contract (20 hours per week, in-office presence in Washington, DC)

### **ABOUT USCET**

The US-China Education Trust (USCET) is a Washington, DC-based NGO that supports US-China relations through education and exchange programs that promote dialogue and strengthen mutual understanding. Since 1998, USCET has fostered dialogue on U.S.-China cultural, economic, and political dynamics through our conferences, webinars, and programs, while highlighting Asian American contributions and engaging audiences across both countries. Our programs engage policymakers, students, and scholars in both countries.

### **POSITION SUMMARY**

USCET is seeking a **Program Manager** to design and implement select USCET programs, including leading in-person and virtual programs, conducting events management, as well as supporting fundraising efforts as needed. The consultant will oversee a team including a program associate and 2-3 interns in the implementation of assigned programs. The Program Manager will work directly with USCET's Executive Director, and under the guidance of the Managing Director and will conduct the duties as outlined below:

### **DUTIES AND RESPONSIBILITIES**

#### **Program and Event Management**

- Work with USCET team to initiate and design new programs, specifically in-person programs held in Washington, DC.
- Help strengthen and contribute to ongoing USCET programs. These may include programs in USCET's China Connections series, Asian American Trailblazers series, or other in-person or virtual programs as assigned.
- Lead the work-planning process, manage grant deliverables, and coordinate with program partners and stakeholders to ensure inclusivity in program implementation.
- Oversee the implementation of the programs, including working with vendors, venues, and other events management logistics.
- Manage a program team that will include a program associate and 2-3 program interns. Clearly communicate roles and responsibilities, timelines, and expectations.

#### **Fundraising and Grant Development**

- Contribute to new fundraising and grant development efforts;
- Proposal and concept paper writing;
- Proposal budget development.



## QUALIFICATIONS

- Strong interest in US-China relations and knowledge of education exchange issues.
- Demonstrated analytical and writing capacity.
- At least 5 years of work experience in a relevant field, including international affairs, international education and exchange, international development, academia, etc.;
- Events management and project management experience;
- Chinese language proficiency is preferred.
- Proficiency in Microsoft Word, Excel, PowerPoint, Constant Contact, Zoom.
- Excellent written and oral communication skills;
- Ability to multi-task and manage details;
- Works well in a team: coordinates, delegates, and supervises tasks as necessary.

## Location

1957 E Street NW, Suite 605, Washington, D.C. 20052

## Pay Range

**\$30-40/hour**

## How to Apply

To apply, please send resume, two brief writing samples, contact details for two references, and a cover letter including salary expectations to [employment@uscet.org](mailto:employment@uscet.org)

Cover letter should detail your interest in USCET, how your past experience relates to the above responsibilities, your available start date and salary expectations. Include your name and the title "Program Manager" in the subject line. All attachments should be labelled "First Name Last Name\_Document Title" (e.g. Jane Doe\_Resume). Only applicants who are selected for interviews will be contacted.

## Details

Education requirement: 4-year college degree.

Level of Language proficiency: English, Mandarin Chinese (preferred, but not required)

Employment type: Contract (20 hours per week)

Salary commensurate with qualifications and experience