

**Program Associate**

US-China Education Trust

Application Deadline: **June 30, 2025**

Contract: Full Time (Hybrid with 3 days in office 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 seeks a proactive and detail-oriented Program Associate to support the planning, implementation, and communications of its programs, as well as administrative operations and development efforts. This full-time position is ideal for someone with strong organizational skills, an interest in US-China relations, and the ability to manage multiple responsibilities in a mission-driven, collaborative environment. The details of the job description can be found below:

**DUTIES AND RESPONSIBILITIES****Office Administration**

- Perform general administrative duties and liaise with Elliott School faculty and staff;
- Maintain and update USCET contact databases;
- Provide travel logistical support by USCET staff and others as necessary;
- Manage scheduling, supplies, and vendor coordination for events and office operations;
- Coordinate intern recruitment, onboarding, and supervision;
- Manage intern work plans and mentorship.

**Communications & Outreach**

- Design branded promotional materials and graphics for programs;
- Coordinate the editing, writing, and updating of web content and social media platforms;
- Manage and update USCET's website and social media platforms;
- Coordinate program publicity and outreach, including producing regular news and program updates, and promoting USCET's work to a variety of audiences;
- Prepare newsletters, event announcements, and other promotional content.

**Program Management**

- Lead the implementation of USCET's fellowship programs, including coordination with universities in the US and China;
- Support the planning and implementation of USCET programs;
- Technical proficiency in setting up, managing, and running virtual or hybrid webinar events;
- Assist with drafting complex documents, including program reports and evaluations;
- Assist in establishing project implementation timelines and implementation of



- Monitoring and Evaluation plans;
- Travel and implement programs in China with the Executive Director and Managing Director as needed.

#### **New Business and Grant Development**

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

#### **REQUIREMENTS**

- Bachelor's Degree with 2-3 years of experience;
- Demonstrated interest in US-China relations and academic exchange;
- Exceptional organizational skills with attention to detail and ability to multitask;
- Demonstrated ability to work in a team and ability to carry out tasks independently;
- Strong computer, social media and digital media skills including proficiency in Microsoft, Google Workspace, social media platforms, website management;
- Work experience at nonprofit organizations with grants implementation and administration experience preferred;
- Proficiency in written and oral Chinese is preferred;
- On-the-ground experience working or studying in China is preferred;
- Must be a US citizen or a Permanent Resident of the US;
- Ability to work at least 3 days per week in person in Washington DC.

#### **Location**

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

#### **Salary Range**

**\$48,000 - \$52,000**

Salary commensurate with qualifications and experience

#### **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 Associate" 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.