

PROGRAM MANAGER

The Beijing Center (TBC) offers internship placements alongside our semester study abroad program every Fall and Spring, and since 2017, we also offer a full-time summer internship program. TBC's internship program is expanding and fast becoming a 'pillar' experience for its students and is designed to supplement and enhance their classroom learning through exposure to a real-life work environment. We're currently searching for an experienced program manager to join our ranks and continue our tradition of success. The ideal candidate will have a sharp business mind and a proven ability to strategize and implement high-level program initiatives. A key aspect of the role will be developing and implementing a strategy for the sustainable increase in the quantity and range of internship partner businesses and organizations.



Scan to learn about past Career Ventures events & Internship Program

OBJECTIVES OF THIS ROLE

The Program Manager will report to the Executive Director and will have primary responsibility for the following:

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives
- Develop program assessment protocols for evaluation & improvement
- Maintain organizational standards of satisfaction, quality, & performance
- Oversee multiple project teams, ensuring program goals are reached
- Manage budget and funding channels for maximum productivity

DAILY AND MONTHLY RESPONSIBILITY

- Work closely with the project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Identify key requirements needed from cross-functional teams and external vendors
- Develop and manage the budget for projects and be accountable for delivering against established business goals/objectives
- Work with other program managers to identify risks and opportunities across multiple projects within the department
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders

REMUNERATION AND BENEFITS

The role will initially be offered as a 24-month full-time contract position, with remuneration and benefits commensurate to experience. The incumbent will be expected to work full-time, based at The Beijing Center office at the University of International Business and Economics in Beijing. The Beijing Center is an equal opportunity workplace with flexible working practices. The position will involve occasional attendance at out-of-hours events and some travel within China and abroad.

SKILLS AND QUALIFICATIONS

- Bachelor's degree
- 5+ years in an advanced management role (preference is given to those with program management experience)
- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of digital marketing
- Outstanding working knowledge of change management principles and performance evaluation processes

PREFERRED QUALIFICATIONS

- Master's degree in business administration or related field
- Previous stakeholder management skills
- Strong working knowledge of Salesforce CRM software
- Proven proposal writing experience

TO APPLY

- Submit your cover letter and resume (in English and Chinese) to tbcrecruitment@thebeijingcenter.org with "TBC Program Manager" in the subject line.
- Screening and Interview candidates will be conducted on a rolling basis until this position is filled.

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