

Communications/Marketing Assistant, Guangzhou, China

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP's programs focus on bus rapid transit, urban development, non-motorized transport, travel demand management, shared mobility, and transport policy. More information about ITDP can be found at www.itdp.org.

Position Summary

The Communications and Marketing Assistant provides general support to the division's communications program. This is a full time position, based in Guangzhou, China. This position may assist with the following:

- Write and distribute releases to the media
- Write posts for ITDP's blogs in Chinese/English and review versions in English
- Keep social media pages/accounts updated
- Collaborate with team to prepare communications materials such as factsheets and manuals
- Compile and send internal weekly update in English
- Review and record online and offline clippings
- Act as China liaison to ITDP Headquarters' internal staff groups on communications
- Maintain photo archive
- Maintain and send invitations/notices ITDP Brazil's mailing list
- Provide logistical support for events, workshops and campaigns
- Lead program site visit

Required Qualifications

- Bachelor's Degree in Communications or related field
- Strong writing skills in English and Chinese
- Fluent communication skills in English and Chinese
- Knowledge of concepts of public relations, news media, news writing, and news judgment
- Basic knowledge of alternative modes of transportation, transportation policy and urban mobility.
- Proficient with Microsoft Office software
- Ability to work independently and as part of a group
- Ability to manage tight and conflicting deadlines
- Ability and willingness to ask questions and get the job done correctly, and timely

To apply, please send a resume and cover letter to zhu.jinglu@itdp.org with “Communication/Marketing Assistant, Guangzhou China” in the subject line.