



- **职位名称：活动策划（上海地区） Events Specialist**

**职位描述：**

1. 大型全国/国际交流项目策划及执行；
2. 供应商开发及管理；
3. 全国活动物资管理及制作；
4. 组织培训，包括志愿者培训和学生培训；
5. 完成项目评估及项目报告；

**任职资格：**

知识和技能

1. 大型活动组织策划经验
2. 擅长创新，喜欢新事物
3. 注重细节、有较强的沟通表达能力，适应跨城市/国团队沟通协作；
4. 较强的组织能力和项目管理能力
5. 熟练的中英文书面和口语表达能力；

教育背景和工作经验

1. 全日制本科及以上学历；
2. 三年以上工作经验，有 JA 经历者优先；

**我们需要你：**

1. 热爱教育公益事业，认同 JA 中国的使命和价值观；
2. 有强烈的主动和服务精神，拥有自我驱动力和自我学习的能力；
3. 善于倾听和人际沟通，具有解决问题和冲突的创新精神，以及战略性思维；

**你将收获：**

1. 跨文化团队，与全球 100 多个国家的 JA 员工交流与合作；
2. 与一流企业、机构和学校共建教育的特别经历；
3. 亲历用教育改变年轻人生命的成就感；
4. 个人目标的实现以及职业技能的提升；

发简历至：[hr@jachina.org](mailto:hr@jachina.org)

注：本职位描述仅列出了该职位员工的主要工作职责，并未包括所有方面的内容。该职位员工有可能被要求完成与工作相关的其他任务。本职位描述并非雇佣协议。

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- **Job Title : Event Planner (Shanghai)**

**Job Description :**

1. Planning and execution of large nationwide or international events ;
2. Developing and management of vendors ;
3. Management and production of nationwide event logistics ;
4. Group training, including training of volunteers and students ;
5. Event evaluation and reports ;

**Job Requirements :**

Knowledge and Skills

- 1 . Experience in planning large scale group events
2. Good at innovation, likes new experiences
3. Detailed, above average communication abilities, able to work well in cross-city and cross-nation teams
4. Above average in managing teams and events
5. Proficient in both written and oral in both Chinese and English

Education and Working Experience

1. Full-time undergraduate degree or above ;
2. At least three years of working experience, priority for previous JA volunteers ;

**Desired Qualities :**

1. Has a passion for working in the educational welfare sector and values aligning with JA China' s missions and values ;
2. Has strong initiative and serving spirit, self-motivated and desire for self-improvement;
3. Good at listening and interpersonal communication, innovative spirit to resolve problems and conflicts, and strategic thinking ;

**Benefits :**

1. Join a multicultural team, interact and work with JA personnel from 100

- different countries all over the world ;
2. Unique experience of developing education with first class companies, organizations and schools ;
  3. Experience the achievement of changing youths' lives through education ;
  4. Realization of personal goals and improvement of career skills ;

Please send your resume to [hr@jachina.org](mailto:hr@jachina.org) if interested.

Note: Job description provided above only states main job scope of this position, it does not include all the tasks that the successful applicant may be required to fulfill. Successful applicant may be asked to complete other tasks related to the job. This job description cannot be used as a contract.

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