

Americans Promoting Study Abroad Program Manager

The 2017 Program Manager role is responsible for overseeing the design, development and management of APSA's unique study abroad and exchange programs. To perform the role of Program Manager, the candidate will require the following qualifications and skills:

- Fluency in English, working proficiency in Mandarin
- Background in education, study abroad programs and youth development
- Experience living abroad and currently based in China
- Strong leadership, organizational and interpersonal skills
- Maintain a professional work-ethic with keen attention to detail
- Proven problem-solving and conflict resolution abilities
- Experience working with youth and facilitating leadership activities
- Previous experience coordinating programs and activities for groups
- Strong financial management skills with an ability to set program budgets and monitor spending
- Experience establishing, updating and implementing operation procedures and training staff
- Ability to interact professionally and maintain effective, positive communications with a diverse group of stakeholders

Core Responsibilities

The Program Manager is the key person responsible for coordinating student selection with US partners, preparing program logistics, developing operation standards and ensuring the smooth execution of programs. The Program Manager will oversee program staff and logistic partners to carry-out programs. The Program Manager will ensure programs are run safely and to a high, professional standard while achieving desired learning outcomes. Monitoring, assessing and reporting program effectiveness and impact is a crucial part of this role and helps ensure APSA achieves it's mission and program objectives.

Essential Duties include:

- Coordinate program planning and preparation with US Program Partners
- Maintain positive, open communication with US Program Partners
- Handle the overall coordination of the student selection process
- Develop program procedures with support from the Executive Director
- Prepare program budgets for approval and maintain program related accounting
- Involved in the hiring and training of program staff
- Lead the development of APSA's curriculum and student activities

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- Ensure program safety by developing risk management and safety procedures
 - Review program incident reports and follow-up as needed
 - Provide the Executive Director and Program PR & Marketing Manager with up-to-date program content
 - Complete Program Reports, ensure thorough program SWOTs and staff and student surveys are completed

Program Location: Beijing, China

Hours per Week: 30 office hours + 10 flexible work hours, total 40 hours/week

Work Term: May 2017 - May 2018 (minimum 1 year contract)

Vacation Time: Chinese National Holidays + 14 days

Compensation: TBD

Application:

Email your CV / Resume and cover letter to jennifer@apsaglobal.org

Use the subject line: **2017 APSA Program Manager Application**

Upon review of your previous work experience and qualifications you may be asked to provide the following documents for further consideration:

Follow-up Required Documents:

1. 2 - 3 Letters of Recommendation
2. Criminal Reference Check
3. Copy of current Standard First Aid Certification (or Higher Medical Qualification)