Job Description – Program Coordinator

Department: Research Institutes
Reports to: Manager for Programs and Communications

Position Summary

Program coordinator (Research Institutes) will report to Manager for Programs and Communications, Research Institutes. S/he is responsible for supporting the delivery of all programs across the research institutes including conferences, distinguished lectures, summer schools, and other big events.

Responsibilities

- Provide assistance for all programs including conference, workshops, and symposia undertaken by Research Institutes through logistic and administrative support, effective internal & external communication.

- Assist in planning and implementing major events, (eg: Research institutes’ promotion events, Launch events, receptions etc.) and other missions, (eg: visits, media involvement etc.)

- Provide support to manage the content and production of program impact focused promotional materials.

- Help to drafting/developing various kinds of documents/reports via desk-based research as required.

- Assist on the development and management of website content for all programs and work with relevant teams to ensure technical requirements are met.

- Provide routine administrative support to the team, taking meeting minutes, filing, drafting agenda & letter, updating various kinds of tracking sheet, creating contact database & mailing list for all programs, assisting on programs’ expense reimbursement issue etc.

- Provide interpretation and translation as required.

- Others tasks as assigned.

Qualification

- Required Education
  Bachelor’s degree required, advanced degree preferred.
• **Required Experience**
  
  Working experience in project management preferred.

• **Required Knowledge, Skills, and Abilities**
  
  - Well organized, details and service oriented.
  - Ability to work independently and work cooperatively in a team
  - Excellent spoken and written English.
  - Advanced PC and/or Mac skills (including advanced Excel, PowerPoint, database Applications and Internet research skills).
  - Demonstrated ability to prioritize, work under pressure.
  - Effectively communicating with all levels of customers.