

Job Description

Title: Manager, Conservation Programs - Wetlands	Reports to: Associate Director, Wetland Program
Location: Beijing, China	Status: Full-time
Start date: Immediate	

Summary

As a member of the Conservation Programs team and Beijing Office team, the incumbent is expected to: support the Associate Director to develop and implement wetland conservation strategies and projects, conduct fact-based research on issues related to wetland conservation, prepare high quality internal and external written materials, organize field visits, support events and meetings, as well as support other members of the Conservation Programs team.

Responsibilities

- Assist the Associate Director in developing the wetland conservation strategies and projects in China with Chinese and international partner organizations, including conducting relevant desk researches, drafting project proposals and developing project database, etc.
- Assist the Associate Director in monitoring project progress, tracking project payment, and reviewing project reports, etc.
- Assist in preparation and escort the field visits of the leaders and donors of the Paulson Institute.
- Assist the Associate Director in preparing internal and external written communication materials related to wetland conservation program
- Perform other duties designated by other members of the Conservation Programs team as needed.

Ideal Profile

- Master's Degree in ecology, biology, wetland, conservation biology, natural resource management, or other relevant majors. Advanced degree from overseas is desirable.
- 3 to 5 years of working experience of acting as project officer/manager in conservation organizations or government agencies.
- Ability to work across borders in different cultures effectively and to travel frequently.
- Strong communications, coordination and organizational skills.
- Native Chinese speaker and fluent in both spoken and written English. Exceptional ability to

interpret spoken and written between Chinese and English is strongly desired.

- Ability to work independently in the project sites.
- PRC passport holder.

Other skills and abilities

- Team player who is able to work in a collaborative manner with other colleagues, consultants and partners at all levels of seniority, and is willing to roll up sleeves and do detail work.
- Ability to work in a small, geographically dispersed team with appropriate respect to multiple cultures.
- Adaptable, copes well under pressure and with tight deadlines.
- Demonstrated ability to conduct research and write reports.
- Knowledge about and experience in ornithology and wetland conservation is desirable

Organization Description

The Paulson Institute is a non-partisan, non-profit “think and do” tank grounded in the principle that today’s most pressing economic and environmental challenges can be solved only if the United States and China work in complementary ways. Our mission is to strengthen U.S.-China relations and to advance sustainable economic growth and environmental protection in both countries. Founded in 2011 by Henry M. Paulson, Jr., the 74th Secretary of the Treasury and former Chief Executive Officer of Goldman Sachs, the Paulson Institute is based in Chicago and has offices in Washington DC and Beijing, China.

Conservation Programs is one of the four “do programs” of our institute with three thematic focal areas, namely national park establishment, wetland conservation and China plus. The overall goal of the Conservation Programs is to support China to realize the eco-civilization. We work with broad range of partners in China and the U.S to develop and advocate innovative policies and demonstrate practical solutions.

To apply, please submit your CV and a cover letter Kathy Wang at kwang@paulsoninstitute.org.