

The International Space Science Institute in Beijing (ISSI-BJ) is an institute of advanced studies, where scientists from all over the world meet in a multi- and interdisciplinary setting to reach out for new scientific horizons (<http://www.issibj.ac.cn>). The ISSI-BJ is located at the National Space Science Center (NSSC), Chinese Academy of Sciences. (<http://www.nssc.ac.cn>).

To support its activities, ISSI-BJ is seeking an

PR & Editorial Manager Starting from October 1 st, 2021 or by Agreement

The responsibilities of this position are:

- Coordination and compilation of the Academic publications
- Production of communication materials (brochures, flyers etc.)
- ISSI-BJ website content maintenance
- Organization of international conferences/workshops/meetings
- Communication between ISSI-BJ and other international organizations
- Maintenance of guest statistics
- General support to the directorate and the secretariat

Requirements for potential applicants include, but are not limited to:

- A non-Chinese nationality, fluent in English (both spoken and written), as the working language, however a multilingual ability is a plus
- Skilled in Photoshop, InDesign, Website editors, and MS office
- Willing to work in a small team, but able to work independently
- Experiences in organizing international conferences and relevant events can be a plus
- A Master's degree
- Priority to the candidates who are living in China at present and fluent in Chinese

We offer:

- A contract with annual renewal and help to apply for Z-type Chinese visa (for working purpose)
- An interesting, challenging international atmosphere
- A small organization with a pleasant atmosphere
- Employment conditions like the National Space Science Center (NSSC), Chinese Academy of Sciences (Salary and Housing Subsidy).

The recruitment will remain open until position filled. The application letter with CV (English) should be

sent to:

Ms. LI Xiaoyu

E-mail: lx@nssc.ac.cn