

# Humana People to People China

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**Job title:** 1 Promotion officer  
**Location:** Kunming  
**Basic salary range:** RMB 5,000 - 7,000 (depending on qualification and experience)

Humana People to People China (HPPC) – [www.hppchina.org.cn](http://www.hppchina.org.cn) - works to create better development opportunities for disadvantaged people through solidary actions, standing shoulder-to-shoulder with those in need, striving for a better tomorrow.

**HELP POOR RURAL CHILDREN IN WEST CHINA TO GET ACCESS TO PRESCHOOL EDUCATION!**

**ASSIST FARMERS TO FIGHT THEIR WAY OUT OF POVERTY!**

**REDUCE GLOBAL WARMING AND INCREASE MITIGATION AND ADAPTATION!**

**CONTRIBUTE TO STOP HIV/AIDS IN RURAL AREAS!**

***USE YOUR PEN AND IMAGINATION***

***TO CHANGE THE LIVES OF OTHERS TO THE BETTER!***

## **Position Summary:**

The Promotion officer contributes to and supports the fundraising team to mobilize society to engage into the above social issues and raise funds for existing and future projects in the areas of village and community development, preschool education for vulnerable children, environmental protection, prevention and care of infectious diseases, and other poverty alleviation projects.

## **Main work:**

Responsible for writing and layout of website articles, agency brochures, institutional materials, Newsletters, Annual Reports and when needed of partner reports.

## **Specific Duties and Responsibilities:**

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- Produce articles and layout for our website
  - Promote HPP's project on social media
  - Produce publicity material, such as pamphlets, power point presentations, invitations, etc., to be used in connection with partnership meetings and events.
  - Work with HPP staff to provide development input for all written institutional materials (including annual report, agency brochures, and newsletters).
  - Responsible for conducting the full range of activities required to prepare, submit, and manage website articles and newsletter articles to foundation and corporate sources
  - Make, edit or cut shorter or longer videos to promote HPP projects
  - Compile, write, and edit concept papers exhibiting strong expository writing skills and a high-level command of grammar and spelling.
  - Develop individual articles reporting as required by foundation/corporate donors.
  - Assist in the production of shooting scripts and manuals.
  - Develop and write and review project progress reports to donors based on information from the projects on monthly or quarterly basis
  - Assist with other special projects as requested.

### **Skills and Knowledge Requirements:**

- A passion to change the world and lead in building a harmonious society
- An understanding of HPP's mission and exposure to the rural development work or education projects or related social experience
- Strong expository writing skills and a high-level command of grammar and spelling
- Sense for beauty and graphic design
- Ability to work independently as well as in a team in a small office environment
- Ability to manage multiple tasks and prioritize tasks to meet project deadlines
- Attention to details

### **Minimum Qualifications:**

1. related field and 3 years experience OR Bachelor's degree in public policy, government relations, public health, rural development, social services or. Equivalent combination of education and experience acceptable.
2. At least 1 year of previous report writing or promotion work experience
3. Fluency in English and Chinese, with excellent oral and written skills as well as bilingual translation ability.
4. Must possess a high degree of proficiency with Microsoft Office including Word, Excel, Outlook and Powerpoint.

5. Strong interest in world affairs and clear commitment to the aims and values of HPP
6. Strong organizational skills and marketing sense, independent, creative, team-layer and ability to work under pressure and drive to reach targets
7. Experience with the public and/or non-profit sector desired.

**To apply:**

Please apply with a detailed CV, achievements and experiences, a writing sample in English and Chinese and letter of motivation, including expected salary and earliest availability in English and Chinese by e-mail to [yu.zaolan@hppchina.org.cn](mailto:yu.zaolan@hppchina.org.cn)

In the subject field of your email message, please provide your last name and “job application promotion officer”.

Short-listed candidates will be contact within 1-2 week. Applicants not invited for an interview within 4 weeks may consider their applications unsuccessful and their personal data will be destroyed.