

position: editor (full-time or part-time)

China Policy is currently inviting applications for positions in our publications team. The positions would suit recent master's graduates, or second-year master's students looking to move into a full-time position on graduation who cares about accessible and engaging writing, and who wants to develop China expertise in a busy online environment.

China Policy is a globally recognised policy analysis and strategic advisory firm headquartered in Beijing. We build client knowledge and provide tools to map, analyse and respond to China's changing geopolitical, domestic and market environments.

Our publications team sits at the core of our operations, overseeing all our content on China's policy shifts as it responds to domestic and international issues.

responsibilities

- edit and publish short and medium form writing
- collaborate with editorial team and analysts to manage workflow
- manage mail outs using web-based applications
- maintain and develop China Policy's publication formats, style and internal production processes
- manage projects and small teams of people

knowledge and skills

- strong English editing ability
- enthusiasm for online design, editing and publishing
- high level Chinese language comprehension
- obsessive eye for detail and clear communication
- good intercultural communication skills
- ability to produce work on a set schedule
- flexibility and ability to take initiative
- strong China studies or work experience background an advantage
- experience with WordPress an advantage
- experience with Adobe Creative Suite or similar graphics software an advantage

note

Positions are currently all virtual. For a full-time position, we are only accepting applications from candidates resident in Asia and eligible for a work visa in China.

Please apply via our website <http://policycn.com/careers/> where you will find an application exercise.