

Location 189 Changshou Lu, Shanghai, CN
Job Title Curriculum Developer, Media Empowerment for Women
Type of position: Full-time volunteer Intern, minimum 2 months **Hours:** 8+ hr / day
Level/Grade Rising Junior Undergraduate or graduate Student
Websites <http://jucce.org/intro> **Contact**
volunteer@jucce.com

POSITION DESCRIPTION

The intern will work on adapting a Media Empowerment for Women workshop into an online course.

These workshops have been led in person at the World Economic Forum Young Global Leaders forums and at other mentorship accelerators with women leaders around the world. The audience for the workshop are women who are asked to appear as a commentator in media, but need training on how to make the best of those opportunities. The workshops help women understand the broad range of media that collectively build a personal persona and develop the skills to handle themselves effectively in each. These skills needed range from how to debate, writing op-eds for leading newspapers, doing live TV or radio interviews, fashion spreads, runway shows, livestream, social media. Having more women represented as experts in media helps gender representation.

Attendees have said the workshop been “life-changing” and there has been much demand for followup boot-camps. This online course will be created in response to this demand.

This is a unique opportunity for interns to learn one of the most important business skills- representing yourself as a public figure in media.

This role is for people who are called to make impact on humanity through women’s empowerment.

This role is for people who want to learn how to work in a nimble, agile collaborative fashion. JUCCCE is a fast-paced hard-working Chinese environment. Successful candidates should be eager to be pushed and challenged within the internship. China is a very different work environment that will push you beyond your comfort zone. While challenging, experience working in China and communicating across cultures are advantageous skill sets for any future career.

This is an opportunity to take on project management responsibility.

You will work directly with Peggy Liu, for guidance and mentorship.

COMPANY OVERVIEW

JUCCCE is one of the top environmental organizations in China, accelerating the greening of China since 2007. JUCCCE is a leader in creating systemic change in sustainable cities, sustainable consumerism and smart grid, and most noted for its multi-sector convening power. (www.juccce.org)

JUCCCE is known for creating societal-scale change: holding the first public dialogues between US & China on clean energy, introducing Smart Grid to China, educating ~1000 Chinese government leaders on how to build sustainable cities, creating the China Dream initiative to reimagine prosperity for sustainable consumerism, launching China's first comprehensive kids' healthy food curriculum. JUCCCE has one of the longest running, most impactful internship programs in China for foreign and domestic students.

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Co-founder and Chairperson of JUCCCE, Peggy Liu, is arguably the most visible environmentalists in China, and informal citizen ambassador for China to the rest of the world. She is a World Economic Forum Young Global Leader and founder of an organization against sexual violation called Phoenix Risen. Peggy Liu is a TIME Magazine Hero of the Environment and McKinsey alum (www.juccce.org/peggyliu)

JUCCCE runs its internship program for summer, spring, fall and gap years. The minimum term is two months for summer and three months for spring/fall. This is a volunteer program. Travel, housing, meals are the responsibility of the intern.

The work location is out of an innovative co-working space, where interns can meet lots of interesting peers. Conveniently located on metro lines 7, 13 of Changshou Road, and 20 minutes from the city center, there are a multitude of affordable eateries immediately outside the office. We have a second location in the heart of Shanghai on West Nanjing Rd.

MAJOR AREAS OF RESPONSIBILITY

We are looking for people with a passion for women's empowerment, leadership development, the role of media in shaping the world.

Using the content from previous workshops, the intern will help develop an online training course in order to scale the number of women reached beyond the World Economic Forum and other private mentorship circles.

This includes:

- Project management
- Evaluating online teaching platforms to publish on
- Creating a website on WIX
- Research to flush out content for homework and backgrounders

- Creating Video tutorials: scripting, editing, visuals, video recording and production
- Writing compelling marketing copy for students who are discovering this course and onboarding (research other online course marketing tactics and emulate)
- Formatting content and publishing online
- Piloting
- Seeking feedback from potential audience members
- Online ordering workflow
- Marketing workflow
- Copywriting emails for marketing the course
- Graphic design using Adobe Illustrator for use in creating curriculum materials

Candidates should be comfortable working in a start-up environment, be self-starters, and have the ability to independently own and finish tasks and projects.

The best suited candidates enjoy dynamic, fast-paced work settings, and being immersed in new cultures.

HOW TO APPLY

- Please send us your most recent CV and a cover letter that shows us your unique passions and ways you can contribute. What management and research work you have done in the past. Why you are interested in working for JUCCCE. Describe your work habits and personality. Email volunteer@jucce.com
- We will try to respond within 2 weeks of receiving your application. Should we decide to proceed with your candidacy, we will schedule a video interview as follow-up. Project assignments for accepted candidates may change as we get to know interns' individual strengths.
- Accepted interns should plan to arrange for a Chinese tourist visa (90-day entry) at least one month in advance. Visas must be renewed in Hong Kong.

JOB REQUIREMENTS

- Currently enrolled in an undergraduate or graduate degree program. Rising junior or older.
- Must be work full-time for a minimum of two months in summer and three months in spring/fall, unless applying through a formal internship program with specific hours.
- Should be passionate about media and women’s empowerment, being in service to others.
- Must be a quick learner, self-managing, and outcome-driven.
 - Project management experience
 - Must thrive working under pressure in a fast-paced, hard-driving work environment with long and irregular hours.
 - Must not be afraid to ask questions when working towards producing high-quality and tangible work output in a team setting.
 - Must not be afraid to make suggestions to improve the work environment and program.
 - Not easily intimidated when meeting world experts.
 - High degree of professionalism, on-time, responsive, over delivers, presentable and articulate in corporate settings. Extremely detail-oriented and organized.
- Empathy, flexibility and over-communication helps in succeeding both in Western and Chinese cultures.
 - Extroverted, positive attitude and smiley interns can take full advantage of the many social and networking events in which JUCCCE participates.
- Strong oral and written communications skills to help with social media content creation.
 - Experience taking multi-week online classes
 - Interest, experience, or natural talent in media presentation.
 - Able to synthesize information and spin it into a compelling story to our audiences.
 - Talent for copywriting (posters, emails, ads).
 - Writing short stories and compelling social media posts in blogs or vlogs.
- Strong visual design experience to help with social media content creation.
 - Strong visual eye.
 - Experience with publication layout and design, graphic design.
 - Website design on WIX.
 - Video recording, editing, subtitling.
- Speaking Chinese is not necessary.
- Brave thinking along adjacent possibilities, which allows JUCCCE to do better than status quo.