



Position: Program Manager, Committees & Industry Relations

Reports to: Director of Committees & Industry Relations

Position Status: Open

Job Description:

The Committee Program Manager manages a portfolio of industry committees. The role reports to the Director of Committees and Industry Relations.

AmCham Shanghai's Committees are intrinsic to the Chamber's mission of promoting a vibrant business environment for U.S. companies operating in China. Committees are driven by the needs and interests of the AmCham Shanghai membership and thrive on the voluntary participation of members. Committees represents the interest of the business community by providing a platform for leaders to network, share best practices, and identify opportunities for collaboration. Each committee is led by external advisors, Committee Chairs, who identify key issues in the business and regulatory landscape of their industries and work with AmCham to produce year-round programing, events, conferences and business intelligence reports.

Lead Industry Committees

- Manage a portfolio of Industry Committees and ensure program execution of seminars, roundtables, public events, and conferences.
- Cultivate and manage strong working relationships with Committee Chairs and develop and implement relevant and timely content.
- Conduct research to support committee programs including sourcing relevant speakers and moderators, developing content, writing event descriptions and post-event summaries.
- Industry Conference full P&L responsibilities including content, on-site execution, marketing and promotions etc.
- Develop and deliver attendance and evaluation surveys, including annual assessments, compiling reports, and distributing results to Members and Director.

Retain and expand membership



- Contribute to Chamber membership expansion and retention through content-based membership engagement.
- Undertake database mining and develop membership lists to support Committee Chairs and Committee Director.
- Proactively contribute to the AmCham Shanghai organization by coordinating with other Departments on Committee activities and supporting Chamber-wide initiatives.

SELECTION CRITERIA

1. Demonstrated ability and experience in working in an administration support, executive or corporate relations role.
2. Minimum 5-7 years work experience in project management, with track record of delivering results.
3. Well-developed time-management skills with demonstrated ability to manage multiple projects/activities simultaneously, set clear priorities, work effectively under pressure and deliver to meet deadlines.
4. Strong data analysis skill to support programing, research and business needs.
5. Fluent English speaker with good writing skill, excellent interpersonal and communication skills. Experience working in a cross-cultural environment highly desirable. Chinese language ability a plus.
6. Computer literacy: Microsoft Office including Excel, PowerPoint, Outlook/Exchange and other related programs. Social media experience and literacy highly desirable.
7. Creative ability to introduce new ideas, demonstrate enthusiastic attitudes in working with people and anticipate needs in various situations.
8. A self-starter with a proven capacity to work effectively (both independently and cooperatively) in a team environment coordinating between individuals and departments.
9. Degree in International Relations, Political Science, Economics or related discipline.

Please send application to, jennis.jing@amcham-shanghai.org