

## **Job Announcement**

### **English Communications Assistant**

#### **About The Institute for Global Decarbonization Progress**

[iGDP](#) is a non-profit think tank focusing on green and low-carbon development. iGDP brings together a team of research and strategic communication professionals with technical expertise in energy systems, climate policy and environmental economics to support China's green and low-carbon practices, contribute to the global effort to address climate change, and provide decision-makers, investors and local communities with forward-thinking solutions.

#### **English Communications Assistant**

iGDP is looking for a native English speaker to edit its English-language publications, manage its social media and maintain its website. The ideal candidate is a language-loving, communications-savvy and tech-friendly wordsmith with the ability to make climate and energy information accessible to a broad English-speaking audience without sacrificing technical rigor.

This full-time position offers an exciting opportunity to work with a dynamic group of Chinese climate policy experts on editing reports, working papers, factsheets and other written output, assist with communications for these products, related events and newsworthy developments in the field, and help manage its WordPress website (training provided).

A strong interest or background in climate and environmental policy would be a distinct advantage. Chinese language ability would also be an advantage but is not necessary. To browse iGDP's publications, please visit <http://www.igdp.cn/publications/>.

The English Communications Assistant will work closely with iGDP's analysts and project managers to ensure that all English language publications contain idiomatic, lucid and error-free prose. Applicants should possess a knack for clear expression, and the ability to grasp technical concepts and repackage them in a way that is informative and compelling.

The English Communications Assistant will also:

- Support implementation of iGDP's communications strategy.
- Use a variety of communications tools (e.g. the iGDP website, newsletters, LinkedIn, X and other social media platforms) to share information about iGDP publications and events.
- Build and maintain English media relationships for iGDP.
- Track and perform communications on meaningful developments in the field related to iGDP's areas of work.

### **Responsibilities**

- Edit and proofread all English language research products, project outputs and communications materials, ensuring that they consistently meet a high-level of technical and narrative quality.
- As necessary, meet with publication authors and other iGDP staff for editing and proofreading guidance.
- Assist in the regular updating and maintenance of iGDP's website.
- Design and execute on communications strategies for iGDP outputs and related policy developments.
- Involvement in other editing, writing and communications tasks as needed.

### **Qualifications**

- Bachelor's degree, with coursework involving extensive expository or narrative writing.
- A formal background in OR a passion for climate, energy and environment policy, with a talent for science and policy communication.
- Strong analytical and writing skills.
- Proficiency in Microsoft Office applications, new media communications and the ability to learn website-building and maintenance skills.
- Ability to work individually as well as in a team.

### **Compensation**

iGDP offers a competitive salary, excellent benefits and a pleasant working environment. Salary is based on a non-profit scale and is commensurate with experience.

### **How to apply**

Applications will be accepted on a rolling basis. Please email a brief cover letter, two short writing samples and your CV to [igdpooffice@igdp.cn](mailto:igdpooffice@igdp.cn). Shortlisted candidates will be promptly contacted. Remote work is possible, but the ideal candidate will reside in Beijing or another location in mainland China.