



## **Job Vacancy**

### **Communications Coordinator**

#### **China-CEE Institute**

### **1. Introduction to China-CEE Institute**

China-CEE Institute is established by Chinese Academy of Social Sciences (CASS), registered as the non-profit corporation in Budapest, Hungary. The Institute of European Studies, CASS is responsible for organizing and managing it. China-CEE Institute will build ties and strengthen partnerships with academic institutions and think tanks in Hungary and other Central and Eastern European countries. It aims to involve scholars and researchers in CEE countries to carry out joint researches, field studies, seminars and lecture series, some training programs for younger students, translation and publication etc.

**Website:** [www.china-cee.eu](http://www.china-cee.eu)

### **2. Responsibility**

To promote China-CEE Institute's brand in Europe and to engage all the Institute's audiences - internally and externally - through 360-degree storytelling that builds brand awareness, increases community impact and enhances the institute's reputation.

### **3. Tasks**

- To maintain, update and monitor the website of the China-CEE Institute
- To maintain and develop mailing list of the China-CEE Institute
- To build, maintain and update social medias (Facebook, Twitter)

- To promote the China-CEE Institute through social medias and other channels
- To main the public relations with media

Other tasks assigned by the institute

#### **4. Qualifications**

At least bachelor's degree in computer sciences or a related field, or an equivalent combination of education and work-related experience

Solid working knowledge of media marketing, social media and content editing

Fluent in English

Computer skills, e.g. competent in WordPress, C Programming language, Office, PS etc..

Ability to meet deadlines and handle multiple tasks simultaneously

#### **5. Application materials**

- 200-word article in English. Topics (choose one from the following two): news about academic conference news or an introduction to a book.
- CV

#### **6. Contact:**

Please send us your CV and the 200-word article in English to the [czegledi.eszter@china-cee.eu](mailto:czegledi.eszter@china-cee.eu) and [majc@cass.org.cn](mailto:majc@cass.org.cn) before 30 November 2018.