

Job Title: Conference Director**Organization: US-China Green Energy Council (UCGEC) <http://ucgef.org/>**

Founded in Silicon Valley in 2008, UCGEC is a leading non-profit organization that connects U.S. and Chinese individuals interested in green energy. The mission of UCGEC is to facilitate and sponsor high impact cleantech collaborative initiatives and projects between the U.S. and China, and to serve as a platform for the integration of policy, business, investment, research, and development projects for the two countries.

The 1st US-China Green Energy Forum was held in November 2008 in Beijing, China. Over 100 speakers and 500 professionals from the U.S. and China joined the Forum, including Fortune 500 company executives, seasoned entrepreneurs, government officials, top investors, and renowned scholars. The Forum garnered over 1,000 media mentions on the Internet from major Western and Chinese media, including ABC, National Public Radio, China Central Television (CCTV), China Daily, and Sina.com.

The 2nd US-China Green Energy Forum will be held on October 21-22 2009 in Silicon Valley, USA. We are looking to fill immediately the newly created position of Conference Director. **This is a part-time/full-time contract position of 6 months, with possibility for renewal.** The compensation includes base salaries and performance bonuses.

The Conference Director will direct the conference in consultation with the executive committee and will also work with the conference finance and program committees. He or she will lead conference event planning and execution, including conference logistics, media communication, and conference publications. The goal is to seamlessly execute the approved conference plan by the conference executive committee.

DUTIES AND RESPONSIBILITIES:

- Manage conference program, finance, logistics, marketing, publication, fund raising, event management, and public/governmental relationship.
- Support fundraising efforts for UCGEC, leverage in-kind support, and make the budget plan based on fund availability.
- Create, update and monitor, as more information is known, a detailed budget/expense report for the conference to ensure positive cash flow.
- Develop the conference plan and oversee the execution according to the plan; Lead the weekly core-team meeting to plan, track, and communicate the conference-related activities.
- Coordinate the Chinese delegation logistics and related pre/post-conference activities.
- Coordinate conference brochure design, printing, and distributing designed to support the conference.
- Assist in developing and implementing media outreach and marketing activities for the conference.
- Serves as primary liaison with internal and external constituencies on all matters relating to conference activities.
- Perform other job-related duties as needed.

MINIMUM JOB REQUIREMENTS:

- Strong leadership and program management skills

- Experienced in large conference management
- Fluency in both Chinese and English

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge and understanding of the clean energy community; including issues, individuals, and organizations.
- Strong understanding of Chinese culture
- Strong language ability or ready access to support in Chinese /English communications
- Ability to work independently and under multiple deadlines.
- Ability to use independent judgment and to manage and impart information to a range of individuals, organizations, and media sources.
- Ability to plan, organize, and oversee conferences and other special events.
- Knowledge and understanding of meeting and event planning principles, requirements, procedures, and available resources.
- Ability to negotiate and manage contractual arrangements.
- Ability to perform complex tasks and to prioritize multiple projects with skills in organizing resources and establishing priorities.
- Ability to train and supervise assigned employees and volunteers, including organizing, prioritizing, and scheduling work assignments.
- Ability to gather data, compile information, and prepare reports.
- Strong interpersonal and communication skills and ability to establish effective business relationships with external contractors
- Ability to prepare and analyze financial reports, budgets, and projections.
- Strong writing skills.
- Ability to prepare, evaluate, and edit correspondence and proposals.
- Skill in the use of personal computers and related software applications, including MS Office and Excel.
- Ability to develop and deliver presentations

Please submit your resume by June 7th 2009 to:

Robert Wu
Chairman and CEO, UCGEC
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