

NOW HIRING:

Chief Operations Officer for Education Start-up in Beijing

About Us:

Linden Academy is an education innovation startup that offers individualized admissions counseling, application boot camps, extracurricular activities, and summer leadership camps for high school and college students in China. Linden Academy introduces a unique blend of long-term self-development and short-term college admissions goals. We value academic success as well as personal fulfillment.

We are passionate educators and social entrepreneurs committed to helping young people in China grow in confidence and pursue higher education in the U.S. We empower students through feminist pedagogy and work to cultivate a passion for social justice. Like the winged seeds of the Linden tree, we believe in the potential of every student.

Location: Need to live in Beijing. Flexible start date in July 2015.

The Chief Operating Officer works closely with the CEO in all aspects of business operations, helping to implement the company's strategy and vision, directing internal operations, helping make ideas into reality, and assisting wherever needed. The COO is a key member of the founding team and plays a critical role in building the company from the ground up. She has superb social skills and collaborates with founders, employees, contractors, students, and parents.

COO Responsibilities:

- Research general questions as they arise, and find best solutions, including logistics, accounting, legal questions, administrative issues, building management, organizational structure, marketing challenges, etc.
- Ensure effective, timely communication between different programs and team members
- Manage employees (full-time and part-time), particularly the long-distance, contract-based admissions counselors, works closely with sales/marketing and the application coordinator
- Coordinate meetings, set up workflows, write up materials, and improve internal processes for maximum efficiency
- Serve as a liaison between students, parents, and teachers, resolve problems as they arise
- Leverage personal resources, represent the company brand
- Assist with sales and marketing campaigns

Qualifications:

- Experienced in coordinating complex projects, developing programs, managing people, leveraging resources and building partners;
- Great at implementation, fast and efficient, action-oriented;
- BA from an internationally renowned American liberal arts college
- Fully fluent in English and Chinese, significant experience in China, able to adapt to different cultures quickly and navigate resources and bureaucracy in Beijing
- Outstanding communication skills, good at working with all types of people (Chinese and American)
- Believes in women's empowerment and social equality, great at giving affirmation and respecting diversity
- A quick learner, self-driven, able to find solutions independently
- Responsible, ethical, great at time management
- Commitment and dedication to the start-up, a personal passion for entrepreneurship and growth

What We Offer:

- A competitive salary commensurate with experience
- Equity in the company, with commitment to the position
- Help arranging your housing, travel and visa to China if needed
- Challenging and rewarding work; you will get to do new things every day; an opportunity for you to learn various skills and experience many different roles
- Exciting start-up environment, with the freedom to innovate and make your ideas reality
- Opportunity to build a lasting company and create something big
- Change the future of China, introduce feminism and social justice ideals to China's future leaders

Contact:

To apply, please send a resume and cover letter to The.Linden.Academy@gmail.com. Please email us with any questions.