

职位说明：公共事务副经理

Job Description: Public Affairs Deputy Manager

职位概述/Position Summary

该职位在公共事务副总监的领导下，负责统筹乐成幼儿园公共事务工作，完成YCCK公共事务工作同时支持乐成公园幼儿园（YCPK）的公共事务工作；发展并维护与政府主要管理部门的关系；响应政府监管部门的通知、会议；按照各政府部门的要求完成各类报告；总体对接政府部门和外部相关机构，应对来访、检查、偶发事件等；支持幼儿园年检工作；建立政府工作的工作档案；负责开展工会工作和党建工作；支持校园应急响应；负责幼儿园各政府部门平台系统的上报及信息维护，及幼儿学籍登记系统上报工作；负责幼儿园开办执照类证照办理、更新、年审和延期及存档工作；负责幼儿园档案印信管理，印信使用的审核和记录；办理新生校园责任险；跟进学校相关法律案件；完成领导交付的临时性工作。

Under the leadership of the Public Affairs Deputy Director, this position is responsible for the public affairs work of YueCheng Kindergarten including YCCK and guiding the public affairs work of YCPK; Developing and maintaining relationships with key government departments; Responding to notices and meetings of governmental regulatory authorities; Completing various reports as required by government departments; Cooperating with government departments and external agencies to deal with visits, inspections and contingencies; Responsible for kindergarten annual inspection; Establishing archives of government work; Responsible for trade union work and Party building; Support campus emergency response; Responsible for the report and information maintenance of the platform system of all departments of the kindergarten, and the report of the kindergarten school status system; Responsible for the application, renewal, annual review, extension and archiving of the certificates and licenses for kindergarten operation; Responsible for official stamp and seal management of the kindergarten archives, review and record the use of the seal; Handling freshmen campus liability insurance; Following up legal cases related to the kindergartens; Completing the temporary work assigned by leaders.

Report to: Public Affairs Deputy Director

汇报对象：公共事务副总监

主要职责/Major Responsibilities

1. 统筹乐成幼儿园公共事务工作，完成YCCK公共事务工作同时支持和指导YCPK公共事务工作；
Coordinate the public affairs work of YueCheng Kindergarten, complete the public affairs work of YCCK and guide the public affairs work of YCPK;
2. 发展并维护与政府主要管理部门的关系；响应政府监管部门的通知，参加会议，信息上报，保证合规办学；

按照各政府部门的要求，协调内部资源，完成各类报告；总体对接政府部门和外部相关机构，应对来访、检查、偶发事件等；支持幼儿园年检工作，协助完成各类制度建设、档案管理、文案书写等工作，确保符合规范要求；实时学习行业相关法律法规，避免各类合规风险，确保幼儿园整体政治正确；建立政府工作的工作档案，所有工作有迹可循，展现幼儿园发展历程。负责开展工会工作和党建工作；按政府要求完成各项党组织和工会相关的报告、参会和检查等。

Develop and maintain relationships with key government departments; Respond to notices from governmental regulatory authorities, attend meetings and reporting information to ensure compliance in running schools; Coordinate internal resources and complete various reports according to the requirements of various government departments; Cooperate with government departments and external agencies to deal with visits, inspections and contingencies. Support the annual inspection of the kindergarten, assist to complete all kinds of system construction, file management, copy writing and other work to ensure compliance with the standard requirements; Learn relevant laws and regulations of the industry in real time, avoid all kinds of compliance risks, and ensure the overall political correctness of the kindergarten; Establish government work files, all the work can be traced, show the development history of kindergarten. To be responsible for trade union work and Party building; According to the government requirements to complete the party organizations and trade union related reports, attendance and inspection, etc.

- 负责幼儿园和乐成教育研究院开办执照类证照办理、更新、年审和延期工作。确保各类证照存档完备、更新及时、汇报完整。负责幼儿园档案印信管理，印信使用的审核和记录。确保印信使用符合流程，管理安全。
Be responsible for the application, renewal, annual review and extension of the kindergarten's and YERI's licenses. Ensure that all kinds of certificates and certificates are archived, updated and reported in a complete manner. Be responsible for the official stamp and seal management of kindergarten archives, review and record the use of seal. Ensure the use of seal in accordance with the procedures, management safety.
- 负责幼儿园各部门平台系统的上报及信息维护，及幼儿学籍系统上报工作，保证上报各口径的准确性、一致性。
Be responsible for the report and information maintenance of the platform system of all departments of the kindergarten, as well as the report of children's school status system, to ensure the accuracy and consistency of each caliber of report.
- 负责新生校园责任险办理。
Responsible for freshmen campus liability insurance.
- 跟进幼儿园相关法律案件。
Followed up legal cases related to the kindergarten.
- 支持校园应急响应。
Support campus emergency response.
- 领导交付的其他任务。
Perform any other duties assigned by leaders.

任职资格 Qualifications

1. 本科或以上学历，教育、行政管理等相关专业毕业；
Bachelor degree or above, major in education, administration or related;
2. 具有五年以上教育行业工作经验，有幼儿园管理及政府关系从业经验者优先；
More than 5 years working experience in education industry, kindergarten management and government relations experience is preferred;
3. 教师资格证、园长任职证书
Teacher Qualification Certificate, Certificate of kindergarten principal;
4. 可以用英文作为工作语言
Can use English as the working language;
5. 具有良好的组织协调能力、沟通能力和影响力；
Have good organization and coordination ability, communication ability and influence;
6. 优秀的逻辑思维能力、信息采集及分析能力、文字能力、自我驱动、高度敬业；
Excellent logical thinking skills, information collection and analysis skills, writing skills, self-driven, highly dedicated;

Application Process 申请流程

Candidates are requested to apply to jobs@bcis.cn and to send the following in a single PDF document. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or online. The search committee reserves the right to close the selection process at any time if the right candidate is found.

- Cover letter
- Resume
- Up to date contact information of four references

应聘者请发送邮件至 jobs@bcis.cn 并以 PDF 格式发送以下内容。我们将在收到申请后进行初步面试。入围候选人将接受现场或在线面试。如果找到合适的候选人，我们会保留随时结束筛选过程的权利。

- 求职信
- 简历
- 四位推荐人的联系信息

NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。