



## Policy Associate Recruitment

The Hong Kong Democracy Council (HKDC) is a Washington, D.C.-based nonpartisan, nonprofit organization for Hong Kong's pro-democracy movement and Hong Kongers in the United States. We seek to hire a Policy Associate to support our ongoing advocacy work in Washington, which constitutes one of our four work departments. Our policy initiatives cover a broad range of issues, including **U.S.-Hong Kong relations, humanitarian pathways, targeted sanctions, arms-sales ban, business and financial ties, and internet freedom.**

We are looking for enthusiastic and highly-motivated candidates who identify with our mission. Your duties and responsibilities may include arranging and attending meetings with elected representatives in Congress and administration officials; preparing policy briefings; tracking developments in Hong Kong, U.S.-China relations, and the broader Indo-Pacific region; organizing public and private events; building solidarity with Tibetan, Uyghur, Taiwanese, and other groups; and engaging with our allies and partners in civil society.

While we will coordinate with you to develop your specific fields of interest and expertise, you need to demonstrate an overall passion for promoting human rights and a sufficient understanding of the U.S. government. **Familiarity with the situation in Hong Kong, excellent written and verbal communication ability, interpersonal skills,** and a **strong work ethic** are essential. Most important of all, you have to be a quick learner and a good team player. Preference is given to applicants with Cantonese proficiency and a broadly-defined Hong Kong background (whether family or professional), although neither is a requirement.

You must hold at least a bachelor's degree, preferably with a relevant major in the humanities or social sciences. You must also relocate to **reside in the Washington metropolitan area** and present **proof of valid U.S. employment authorization** by your first day on the job. You can expect a hybrid model that allows you to work from home when not carrying out in-person duties. Other aspects of the position may be flexible based on individual circumstances, including **time commitment and compensation.**

Your start date is negotiable as well. The position will **continue to be open until it is filled**. HKDC is an organization officially sanctioned by the Chinese government, and the nature of our work is sensitive. For security reasons, even if you request anonymity, we can only consider candidates who have **no intention to travel to Hong Kong in the foreseeable future**.

#### Materials to Submit

1. A **completed application form**, as enclosed on the following page. Read the instructions carefully.
2. An **up-to-date resume** that summarizes your education, professional experience, language proficiency, and extracurricular activities. You may also include other relevant details you wish, such as awards, publications, or media appearances.
3. A **personal essay up to four pages in length** that introduces your background, indicates your reasons for aspiring to work at HKDC, and answers the two questions below:
  - At a time of bitter partisan divisions nationally, how should U.S.-based policy advocates for Hong Kong's cause find the right balance between being effective and remaining true to our own values?
  - What potential policy areas related to Hong Kong not listed at the top of this document do you believe we should explore?

Please consolidate all items above into a single PDF document and e-mail it as an attachment to **hkdc.us@protonmail.com** with the subject line: "HKDC Policy Associate Application." There is no fixed deadline, but you are strongly encouraged to apply sooner rather than later to express interest.

## Policy Associate Application Form

Name		Date of Birth		
Last	First	MM	DD	YYYY
<b>Do you wish to work full-time for HKDC? If not, specify your desired level of commitment.</b>				
	Full-Time		Hours per week	
<b>What is your expected start date?</b>		<b>What is your expected annual salary range?</b>		
<b>Rank your interest and expertise in our three other work departments besides policy advocacy, with 1 being your most-preferred and 3 being your least-preferred area.</b>				
	Research and educational outreach			
	Diaspora and community empowerment			
	Political communication and event planning			
<b>Provide two to three references who, if contacted by us, will be able to comment on your credentials for this position. You may consider listing your professor or teacher, your current or former employer, and an active local organizer involved in the U.S.-Hong Kong community.</b>				
Reference I		Title, Affiliation	Phone/E-mail	
Reference II		Title, Affiliation	Phone/E-mail	
Reference III		Title, Affiliation	Phone/E-mail	