Senior Program Associate, China

Beijing, Shanghai | Full-time

About the Organization

[CLASP](https://www.clasp.ngo/)serves at the epicenter of collaborative, ambitious efforts to mitigate climate change and in the global movement for clean energy access, through appliance efficiency. Our mission is to improve the energy and environmental performance of the appliances & equipment we use every day, accelerating our transition to a more sustainable world. We work hand-in-hand with governments, experts, industry, consumers, donor organizations and others to propel policies and markets toward the highest-quality, lowest resource-intensive appliances possible.

CLASP has worked in more than 100 countries since our inception in 1999. CLASP is headquartered in Washington, DC, with teams in Europe, Kenya, India, China, and Indonesia. We are mission-driven and committed to a culture of diversity, transparency, collaboration, and impactful work. See our [Team Page](https://clasp.ngo/who-we-are/team) to learn more about us. 

CLASP’s China Team

As part of CLASP’s broader [International Climate program](https://www.clasp.ngo/programs/climate/), the China Team supports ambitious efforts to mitigate climate change through appliance and equipment energy efficiency in China. We work with policymakers, product manufacturers and retailers, consumer organizations, academic institutions, and other key stakeholders. We provide world-class technical and policy advisory services to governments in support of ambitious and cost-effective appliance efficiency policies. We accelerate the development of efficient product markets through minimum energy performance standards, informative product labeling, promotion of the most efficient appliances, and implementation of innovative incentive policies in provinces or cities in China.

In our day-to-day, we mostly work remotely within our virtual team in Beijing and the eastern China region. We track and participate in China’s development of the world-leading energy efficiency policy processes; prepare and present evidence-based policy analysis and recommendations for the Chinese policymakers and other key stakeholders; and drive innovative and impactful research projects to inform policies that help protect the people and the planet. We work closely with CLASP’s office in Washington, DC, Europe, Kenya, India, and Indonesia to identify collaborative ideas and promote common solutions to common problems in combating climate change.

About the Role

You will help plan and implement our portfolio to drive ambitious product energy and resource efficiency policies and initiatives in China. You will represent CLASP at stakeholder meetings; design, manage and execute market, technical and consumer research and analysis projects; feed into Chinese policy processes and projects; and support our business development efforts.

You’ll work remotely in Beijing or Shanghai, with easy access to participate in relevant events and meetings. You’ll collaborate regularly with our small Chinese team, as well as with our Climate Team colleagues around the world, and a wide network of partners in China. Our remote team gets together whenever possible, both at meetings and conferences, as well as for our bi-monthly in-person working sessions. The Senior Associate will report to the China Program Director.

Your Responsibilities:

* **Build and implement program strategies that keep the big picture in mind**: Conduct and roll out projects and programs within the larger context of CLASP, partner, and sector efforts to make energy-related products as planet-neutral and people-positive as possible.
* **Manage projects:** Develop and manage projects, including preparing research specifications and work plans, tracking budgets, managing technical implementers, monitoring and reviewing programmatic activities and outcomes to ensure the highest quality work and outputs.
* **Monitor and contribute to the policy process:** Track Chinese MEPS and Energy Labelling product policies and compliance initiatives; contribute to consultations (with expert support where necessary); identify research and data needs; and engage with relevant stakeholders to maximize energy savings and carbon emissions.
* **Conduct research and analysis:** Plan and conduct technical, market, or consumer research tasks, and policy and data analysis. This can include market analysis; comparison of policies and standards; regulatory requirements or policy compliance levels; researching best practices, or modelling potential CO2 emissions reductions from various policy scenarios.
* **Write and communicate:** Prepare compelling and well-written materials, including policy briefs, project reports, research outcomes, proposals and presentations. Collaborate with our communications team to disseminate your work.
* **Represent CLASP and establish productive partnerships:** Participate and present in formal and informal meetings and events. Maintain and develop new relationships with key partners and stakeholders in Chinese government agencies, think tanks, research institutes, test labs, industrial associations, and manufacturers.
* **Business and program development**: Identify program development opportunities and collaborate with program managers and the China Program Director to gather essential information and prepare proposal concepts.

The Ideal Candidate:

* **Mission-oriented:** You believe in CLASP’s mission and are passionate about climate change, energy efficiency, and creating a more sustainable world.
* **Analytical:** You have a demonstrated ability to conduct technical analysis and translate findings into policy recommendations. You’re well-versed with Excel and/or other tools.
* **A confident writer and communicator:** You are a strong writer, able to produce concise and impactful content targeted to the right audiences, with minimal reviews. You enjoy networking and are a confident speaker, whether you’re presenting or intervening in an important meeting.
* **An effective collaborator:** You’ve successfully worked across cultural lines on a dispersed team, and you have the ability to operate in complex situations. You can easily gain trust from team members and are known for supporting them to ensure they are set up for success. You’re not afraid to ask questions.
* **An abundant thinker:** You believe that we are living in a world of abundant resources and that the right team of partners can make improbable things happen. You bring relentless curiosity, creativity and initiative to every task, project, and engagement.
* **Flexible:** You can manage a diverse set of team needs and aren’t afraid to step outside your job description or comfort zone to help the team reach its goals. You’re comfortable with shifting schedules and don’t expect every day to go “as planned.”
* **A humble teammate:** Nothing is beneath or above you. You are quick to always lend a hand. You can earn influence without authority and naturally seek to support both small projects or large strategic goals.

Key Qualifications:

* 3 - 5+ years of overall professional experience in energy or environmental policy, with a strong preference for experience on appliance energy / resource efficiency policy.
* Ability to work across government agencies, private companies, and other stakeholders to support achievement of program objectives.
* Strong analytical skills and the ability to translate analysis into policy recommendations.
* Outstanding communication skills in both written and spoken Chinese and English, Proven ability to convey technical content in a clear and concise manner.
* Self-starter who can operate independently. Ability to handle multiple deadlines and complete assignments with minimal supervision in a fast-paced workplace. Highly detail-oriented, producing polished work and managing smooth, well-coordinated and orderly processes.
* Strong project management skills. Demonstrated ability to manage contractors, manage relationships with diverse project stakeholders, and work through people to get results.
* Strong interpersonal skills, collaborative, strong work ethic and an ability to take initiative; a drive to learn and grow on the job.
* International experience preferred.

Location and Compensation:

This is a full-time position based in Beijing or Shanghai, expected to start in January 2026. Occasional evening or weekend hours will be required, given the international nature of the organisation. Although the China team operates remotely, regular meetings in Beijing are expected. We meet bi-monthly for team meetups, strategy sessions, and team building. Occasional international and domestic travels are expected.

We provide our staff members with a highly competitive salary that is benchmarked annually with other NGOs in the Beijing and Shanghai areas. CLASP also provides a comprehensive benefits package, including fully paid health insurance for individuals and competitive rates for families/dependents, unlimited leave and all national holidays, and a collegial environment that supports professional development, wellness and flexible telecommuting options.

How to Apply

To be considered for this position, interested candidates must submit a resume and cover letter, indicating your desired position and salary requirements to fzhao@clasp.ngo. This position will remain open until filled.

*CLASP is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. CLASP complies with all federal, state and local employment law in the countries we operate and is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, disability, political affiliation, personal appearance, family responsibilities, matriculation, genetic information, military or protected veteran status, credit information or any other characteristic protected under federal, state or local law. Each person is evaluated based on personal skill and merit. CLASP’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.*