

SWAN APAC Project Manager – Part-Time Position

The [Smart Water Networks Forum](#) (SWAN), the leading global hub for the smart water and wastewater sectors, is seeking a **part-time, APAC Project Manager** (beginning March 2021) to handle diverse responsibilities and be based in the Asia-Pacific region. We are seeking a standout individual with excellent organisational, research, marketing, customer service and analytical skills. The position is remote, requiring flexible hours with regular contact with SWAN's global team. If you meet the below requirements and are interested in applying, please send your CV to Amir Cahn: amirc@swan-forum.com with the subject line "SWAN APAC Project Manager Position" and include at least two references.

Responsibilities:

- Provide ongoing support and coordination for the [SWAN Asia-Pacific Alliance](#) (ex. minutes during calls, recap summaries, preparing presentations/slides)
- Take a supporting role in coordinating [SWAN 11th Annual Conference](#) (taking place virtually, May 24-28, 2021) and other regional workshop and webinar events (planning, admin, recruitment, etc.)
- Assist with new Member recruitment and retention (ex: answer questions and assist SWAN Members as needed)
- Provide marketing support across different channels: social media, newsletters, member interviews, SWAN blog, etc.
- Work closely with SWAN global management team in the UK, Israel, and US

Requirements:

- Be based in APAC or Southeast Asia
- Solid communication skills, both written and verbal
- Strong relationship management
- Ability to work under tight deadlines and multitask
- Superior attention to detail
- Native English speaker (Other languages, especially Southeast Asian a plus)
- Previous experience with WordPress, Canva, Mailchimp, PowerPoint, Zoom is a plus
- Undergraduate degree

Benefits:

- Gain professional experience in the growing smart water sector
- Network with leading global industry experts
- Work in a dynamic small team environment
- Opportunities for international travel

Important Notes:

- Required time commitment of 3 set days per week (25-30 hours)
- Salary will commensurate with experience
- Potential for full-time employment based on performance

*Please note that only shortlisted candidates will be contacted.