



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

Senior Communications & Fund Raising Officer

(Ref.: SCFRO(CFR)/07/03/24/W)

Responsibilities:

- To assist Communications and Fund Raising Manager and work with team member in planning and carrying out fundraising events and PR campaigns
- Coordinate volunteer activities with corporate partners, organizations, and the Association's service units and schools
- Develop engaging contents, in collaboration with internal and external partner, on the social media for public education and brand building. Act as a content gatekeeper for the Association
- Write, review, edit and proof-read communications materials including annual reports, newsletters, donation appeal letters, press releases in English and Chinese
- Handle media enquiries and foster media relations
- Perform other corporate communications duties as assigned. Support in ad hoc tasks is needed

Requirements:

- Degree in Journalism, Marketing, Communications or related disciplines
- At least 5 years relevant working experience in the field of marketing, communications and/or event management. Experience working in NGO is an advantage
- Excellent written English and Chinese, editing and translation skills
- Experience in digital marketing and familiar with the culture and trend of social media
- Experience in printed/online publishing
- Proficiency in MS Office. Experience in web maintenance is highly preferred
- Photoshop, AI and InDesign system skills will be an advantage
- Good team player spirit with high standard of communication skills, self-motivation, responsibility, attention to details and creativity
- Highly-organized. Be able to work under pressure and tight deadlines
- Candidates with less experience will be considered as Communications & Fund Raising Officer
- Immediately available is highly preferred
- Work location: Wan Chai

Please send the completed Job Application Form (can be downloaded from [https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form\(201906\).pdf](https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form(201906).pdf)) and mark "Confidential & Ref. No." to **Communications and Fund Raising Office, Hong Chi Association, Room 705, Duke of Windsor Social Service Building, 15 Hennessy Road, Wan Chai** or by email to cfr_hd@hongchi.org.hk.

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)