



<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 and Fund Raising Officer / Communications Fund Raising Officer

(Ref.: SCFRO/CFRO(CFR)/16/10/24/C)

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

Interested parties please send full resume and expected salary with 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.)