



<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](http://www.hongchi.org.hk)

**Corporate Communication and Public Affairs Manager /  
Assistant Corporate Communication and Public Affairs Manager**  
(Ref.: CCPAM/ACCRAM(CFR)/11/12/24/W)

**Responsibilities:**

- Report to the Head of Communication and Fund Raising Office in developing branding and planning effective corporate communications strategies including media relations, publications, digital media and public relations
- Oversee and manage copywriting, editing, proofreading and translating various printed and digital collaterals for donors and engaging content for various channels, including annual reports, newsletters, donation appeal letters, press releases, etc. in English and Chinese languages
- Develop content and visuals on social media and website for public education and brand building. Collaborate with internal and external parties in content creation and production. Act as a content gatekeeper for the Association
- Cultivate relationships with donors and funders
- Handle media enquiries and maintain good relationships with media partners
- Plan and implement events of different scale and nature
- Perform other corporate communications duties as assigned. Support in ad hoc tasks is needed
- Work closely with IT staff to select donor management software

**Requirements:**

- Degree or above in Journalism, Digital Marketing, Communications or related disciplines
- Minimum 6 years relevant working experience, in which at least 3 years at managerial level, experience in working with NGO is preferred
- Experience in digital marketing and familiar with the culture and trend of social media network
- Experience with donor management systems will be an advantage
- Excellent written English and Chinese, editing and translation skills with experience in printed/online publishing
- Experience in event planning and management
- Good with Photoshop, AI and InDesign system will be an advantage
- Proficiency in MS Office
- Good communication skills. Self-motivated, detail orientated, well-mannered, out-going, creative, with pleasant character
- Candidates with less experience will be considered as Assistant Corporate Communication and Public Affairs Manager
- 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](mailto: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.)*