



<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

Communications and Public Relations Officer

(Ref.: CPRO(CFR)/28/10/25/W)

Responsibilities:

- Report to the Head of Communication and Fund Raising Office; assist in formulating and implementing Corporate Communication strategies to strengthen corporate image.
- Develop and produce compelling content and visuals on printed and digital collaterals, social media and website for public awareness and brand building. Act as a content gatekeeper for the Association.
- Handle media enquiries, interviews and issues management, not limited to message development, media handling, and internal and external stakeholders' liaison.
- Build on existing, and establish new relationships with media.
- Write, edit, and proofread corporate communications materials, including annual report, newsletters, speeches, social media posts, presentations, etc.
- Work with different parties to develop and implement various publicity campaigns and events of different scale and nature.
- Perform other corporate communications duties as assigned. Support in ad hoc tasks if needed.

Requirements:

- Degree or above in Journalism, Communications or related disciplines.
- Minimum 4 years relevant working experience. NGO or media experience is highly preferred.
- Excellent written and spoken English and Chinese, editing and translation skills with experience in printed/online publishing.
- Experience in digital marketing and familiar with the culture and trend of social media network.
- Outstanding presentation and communication skills. Self-motivated, detail orientated, well-mannered, out-going, creative, with pleasant character.
- Experience in event planning and management.
- Proficiency in Photoshop, AI, InDesign, and MS Office; web maintenance experience is highly preferred.
- Candidates with less experience will be considered as Communications & Fund Raising Assistant
- 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.)