



<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)

## Communications and Public Relations Officer

(Ref.: CPRO(CFR)/19/01/26/W)

### Responsibilities:

- Report to the Head of Communications and Fund Raising Office and assist to strengthen brand image and implement effective corporate communications strategies
- Work with different parties to develop and implement various publicity campaign and event of difference scale and nature
- Develop, design and execute high quality visuals and layouts for communication materials, not limited to printed and digital assets such as newsletters, appeal leaflets, social media graphics, website banners, ensuring consistency and brand guidelines
- Manage basic photography, including planning and conducting photoshoots, selecting and editing images, and performing advanced retouching to produce visually appealing and professional-grade visuals.
- Coordinate with external vendors, such as printers and photographers, to ensure timely and accurate production of marketing materials.
- Be able to copywrite, edit and proofread Chinese and English collaterals and presentations
- Perform other corporate communications duties as assigned. Support in ad hoc tasks if needed

### Requirements:

- Degree or above in Journalism, Digital Marketing, Communications, Multi-Media or related disciplines
- Minimum 4 years relevant working experience, experience in working with NGO is preferred
- Experience in digital marketing and familiar with the culture and trend of social media network
- Eye for detail and design with sound skills in photography, visual editing and retouching
- High proficiency in Adobe Photoshop, InDesign, Illustrator, Canva and other relevant softwares
- Good communication skills. Self-motivated, detail orientated, well-mannered, out-going, creative, with pleasant character
- Excellent written and spoken English and Chinese
- Experience in event planning and management is a plus
- 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.)*