



Senior Officer, Outreach & Engagement Programs (MCW/301118/SOOE)

CHANGE YOUR FUTURE AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

Position Description

The Cross Services team of Mother's Choice is committed to serve the children, youth & families see their lives transformed through holistic care that is driven by courageous leaders and a commitment to excellence. Our goal is to break the cycle so that every child can be with a safe, loving and permanent family. We believe we can achieve this through joining hand with our community to give hope and change life stories.

We are looking for a Senior Program Officer to be involved in the strategic planning and implementation of outreach and engagement programs and activities. The Officer will have the opportunities to demonstrate his/her organizational capacity in coordinating events as well as to develop the relational capability to explore partnership with our community and expand our family-based care services to both our vulnerable children and young people in Hong Kong.

Roles and Responsibilities

- Assist with the development, planning and execution of the Outreach and Engagement Project Plans with clear goals, timeline and deliverables
- Work with Impact Measures team to understand and execute what it takes to evaluate the development, presentation and improvement of the projects in order to achieve their objectives
- Participate in related stakeholders meeting to take notes and support with the follow-up actions plans to increase referral sources
- Engage and nurture relationships with potential community agencies and professionals to explore more concrete partnerships to expand resources network
- Responsible for the update and tracking of outreach and engagement records in the IT system and generate periodic reports to present their progress
- Assist in the planning of funding, budgeting and reporting of the planned programs/ workshops
- Assist in tracking and updating the learning and development needs of the services teams and support in coordinating training activities and resources
- Work in collaboration with IT/CE/HR teams in expanding the e-learn project in order for us to equip and empower frontline colleagues more effectively
- Work closely with Services Assistant Directors, Managers & Assistant Managers, as well as Volunteer Engagement, Community Education & MarCom to ensure effective service delivery including program design, development, execution and review
- Perform any other duties as required

Qualifications/Requirements

- Degree in Business Administration, Social Science or relevant discipline; and/or
- 5+ years of working experiences in NGOs, preferably in youth or family service
- Program / project management and development experience
- Strong public speaking and group facilitation skills
- Excellent communication and inter-personal skills
- Ability to work with cross-cultural setting
- Must be a team player, enjoy working closely with other teams and be flexible, adaptive and positive in his/her actions
- Proven organizational skills and ability to manage multiple tasks with a high degree of accuracy

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- Able to work some evenings and weekends for programs related
- Excellent written and verbal communication skills in both Chinese and English
- Candidate with less experience will be consider for officer level
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/301118/SOOE) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email hr@motherschoice.org; fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.