



## Assistant Manager, Events (Ref: MCW/240519/AME)

**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 role of Events Manager is a newly created role at Mother's Choice. The successful candidate will lead the annual strategy around all event activity at Mother's Choice, producing many different types of events varying in size, objective, audience, location, and budget and ensuring that it is done with excellence. S/he must possess a positive, entrepreneurial attitude and be able to successfully lead and work with a diverse group of staff, volunteers and supporting partners. S/he will possess significant experience in special events and bring a can-do+enthusiastic disposition to the job, and inspire others to do their best work.

### Key Responsibilities

- You have event experience  
You've produced cocktail parties for 50 to gala dinners for 500 guests. You know what it takes to manage resources, budgets, timelines, and expectations to produce a truly seamless event. From check-in logistics to sound technicians, you think about it all. You can deal with the unexpected and problem-solve on the job. For example, in this role, you will lead the production for the annual gala dinner, an event for 500 of our most dedicated supporters, and working closely with a cross-functional team of staff and volunteers, whilst instilling a strong ethos of appreciation for everyone involved.
- You value innovation  
You value bringing innovation to the events you produce. Whether to create a memorable and unexpected experience, to solve a problem like crowd control, or to simply wow the guests, you're comfortable looking for solutions and opportunities outside of the box. For example, a key focus for this role will be to come up with creative ideas for events that will cultivate and steward a new and diverse base of major donors.
- You get things done  
You're a multitasking machine & don't have a problem getting your hands dirty. You follow through on every task, no matter how big or small, and when duty calls you take matters into your own hands. You can project manage a fast-moving calendar of events, often simultaneously, and live for hitting deadlines.  
You take initiative on projects from the start & understand the importance of keeping on schedule and in budget.
- You're a communication ace  
You keep everyone in the know so that the job gets done efficiently and effectively. You know when to ask for help, when to listen, and when to speak up. And you're known for handling professional and personal situations with candor and respect. This includes effectively and graciously communicating with a wide range of people, both internal and external, and in building authentic relationships
- You're a problem solver  
You see something that needs improvement and you take action. When an issue comes up, you instantly go into problem-solving mode - not panic. You're prepared and methodical so you can propose solutions to problems on the fly. After each event, you take learnings and capture this in Salesforce as well as put new processes in place to ensure any challenges that occurred never happen again.
- You're a team player  
You thrive in a creative, inventive, fast-paced start-up environment, with people who are passionate about their work. You're excited to work cross-functionally with other departments and enjoy bringing people together to achieve a goal. People enjoy working with you because they know they can trust you.



### Requirements

- Bachelor's Degree, minimum of 7 years of experience in event management, sponsorship, fundraising or nonprofit
- Excellent written, verbal and interpersonal skills, ideally bilingual
- Strong networking skills and demonstrated ability to build good rapport with sponsors, donors and volunteers.
- Exceptional project management and organizational skills, including ability to prioritize and handle multiple projects simultaneously.
- Experience working with clients and sales teams, creative teams, production companies and a variety of vendors.
- 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/240519/AME) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto: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.