



Coordinator, Marketing Communications (Ref: MCW/300419/CMC)

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.

Job Description

Reporting directly to the Marketing Communications Manager, this person will provide administrative support and coordination work for the marketing communications team.

Responsibilities

- " General administration tasks as in coordination of events, activities, and collaterals production, finance documentation, translation, support planning and budgeting, filing and supervising in the quality work of volunteers, including scheduling and deliverables.
- " Assist in collaterals production, which includes liaising with suppliers and business partners, and service teams to establish their requirements, preparing and editing creative copy, managing the design and print process, translation and proofreading, help develop new materials as needed, stock-taking and replenishment. Materials include presentations, reports, cards, pamphlets and brochures, mementos, mailings and so on.
- " Assist in the implementation of marcomm programs.
 - Working closely with the development/fundraising and services teams on events, support in media relations (eg interviews/features stories/speaking opportunities), strategically reaching out and interacting with the community and stakeholders.
 - Support newsletters and materials productions, email campaigns, messaging, presentations, using of the CMS, and extracting segmented mailing lists from the CRM software.
 - Support planning and liaison activities with fundraising, services teams as well as volunteer engagement as seen in annual gala, flag day, community fun fairs and so on.
- " Provide administrative support in managing online communication channels (eg social media channels, website, collaborative digital marketing platforms). This will include liaisons and developing content, ensuring regular posts (eg news, events, job postings), support in executing tactics for audience segmentation and growth in social media.
- " Serves on committees as assigned and perform any other duties as required. Carrying out from time to time, and as directed, any other duties as required in addition to the above that will be both reasonable and within capabilities.

Requirements

- Diploma or above in social science/business disciplines, a minimum of 1 year of relevant working experience in communications, marketing, customer service or related industries.
- Possess understanding and sensitivity in cultural diversity. Fluency in spoken and written English and Chinese, with the ability to read, write and type. □ Software proficiency in Microsoft Office. Familiarity with CRM platforms such as Salesforce an advantage. A basic understanding of digital marketing and social media channels a plus. Knowledge of Adobe Photoshop, InDesign, WordPress (including SEO optimization), Mail Chimp, Google Analytics, Facebook Analytics, HTML an added advantage.
- Positive and pleasant, with demonstrated ability to work independently and under pressure; communicative and collaborative, organized and disciplined, attention to details and ability to follow through to the completion of processes; keen to learn and solution provider, takes pride in quality. Good interpersonal skills. Passion for the nonprofit / philanthropic sector.
- 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/300419/CMC) 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.