



## Senior Officer, Community Education (Ref: MCW/29042021/SO\_CE)

**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 Community Services team of Mother's Choice is committed to engaging and empowering communities in joining hands to give hope and change life stories of pregnant girls and children without families. Each year, thousands of teenage girls face crisis pregnancy with no support, and thousands of children are in need of a family for a number of reasons including neglect, abuse, abandonment, or family breakdown. We're here to help the most vulnerable in our community by providing high-quality services for children, youth and families, and actively providing ways to prevent the problem. Our goal is to "break the cycle" so that every child can be with a safe, loving and permanent family.

We are looking for a **Senior Officer, Community Education** to support the implementation of community education and related community partnership activities. The Senior 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 internal and external community.

### Key Responsibilities

#### 1. Community Education Execution

- Assist with the development, planning and execution of community education and engagement plans with clear goals, timeline and deliverables including the development of training and presentation materials.
- Collaborate across the organization in researching, piloting relevant curriculum and developing digital/online platforms (including e-learning) for achieving the goal of effective community education
- Assist in the planning of funding, budgeting and reporting of the planned events/programs/ workshops

#### 2. Community Partnership Coordination

- Coordinate with cross departments to brainstorm, design and implement all phases of events and activities with the goal of meaningfully engage key stakeholders to effectively reach out vulnerable children and pregnant girls.
- Engage and nurture relationships with potential community agencies and professionals to explore more concrete partnerships to expand resources network.
- Coordinate and participate in related stakeholders' meetings to document exchanges and dialogues and act on follow-up actions.
- Update and track education and engagement records in the IT system and generate periodic reports to present their progress and identify if there are particular patterns that lead onto more sustainable and positive dialogues.

#### 3. Impact Measures of Community Education

- Support Assistant Director to work with Impact Measures team to execute program logic (including needs assessment and evaluation plan) for all community events
- Administer data input, data monitoring and basic analysis for community education and partnership events
- Perform any other duties as required.

### Requirements

- Degree in Business Administration, Social Science, Communications or relevant discipline; and/or
- Minimum 5+ years of working experiences in NGOs, preferably in children, youth and family or community service
- Solid program / project management and development experience



- Creative, self-directed and able to follow through on tasks and responsibilities independently
- Strong communication (written and verbal) in both Chinese and English with active listening skills to a wide-spectrum of stakeholders
- An excellent team player with good skills in team work and consultative approach to decision making
- Proven organizational skills and ability to manage multiple tasks with a high degree of accuracy
- Advance knowledge in MS Office and experience in handling CRM software e.g. Salesforce is an advantage
- Able to work some evenings and weekends for events & programs related.
- 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, full resume quoting the job reference number (Ref: MCW/29042021/SO\_CE) 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.