



## Senior Officer, Volunteer Engagement (Ref: MCW/220324/VE\_O)

**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 Volunteer Engagement Team engage the community in Hong Kong in joining hands to give hope and change life stories of pregnant girls and children awaiting forever families. We believe everyone has a role to play to help achieve our vision that "Every child in a loving family". We harness the power of the community by engaging, equipping and empowering volunteers across all parts of Mother's Choice to build our capacity.

We are looking for a Senior Officer to engage the people who would like to volunteer with Mother's Choice and make an impact in the community. The Senior Officer will have the opportunities to engage with volunteers from all walks of life and implement programs engaging the youth community in particular.

Reporting to the Assistant Director, Volunteer Engagement, the Senior Officer will be part of a dynamic and committed team working to recruit volunteers to support the work of Mother's Choice. The Senior Officer is responsible to write the monthly bilingual Volunteer Bulletin to engage the prospective and active volunteers, implement programs to engage the youth community in particular, and engage the alumni network.

### Key Responsibilities

- Write and edit bilingual communications materials to volunteers including the monthly Volunteer Bulletin, volunteers' stories, information that communicate the organization's needs and expectations in volunteers, and appreciation.
- Coordinate the logistics involved in preparing the monthly Volunteer Bulletin.
- Measure the performance of the e-marketing platform to ensure maximum delivery of the Bulletin.
- Implement student programs including summer internship, Youth Leadership Council, Practicum and SEN.
- Recruit students from targeted education institutions to support the work across departments.
- Coordinate with internal and external stakeholders to implement projects engaging the youth community including alumni students and ensure smooth implementation of projects.
- Implement and organize the volunteer appreciation activities and events, expand and enhance where appropriate and ensure successful implementation.
- Present to selected group of audience, in particular youth community.
- Administer data input, data monitoring when required.
- Perform any other duties as required.

### Requirements

- Degree in Communications, Business Administration or relevant discipline; and/or
- A minimum of 5+ years working experiences in multi-national corporations, preferably in Communications Department
- Solid program / project management and development experience
- Exceptional strong communication skills (written and verbal) in both English and Chinese 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 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
- Experienced in using e-marketing tools is a plus
- Must be aligned to the culture, values and the vision of Mothers Choice
- 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/220324/VE\_SO) 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.