



## Senior Officer/ Officer, Community Education (Ref: MCW/221010/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, equipping, 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 need 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 Community Engagement Senior Officer/Officer to support the implementation of community education and related community partnership activities. The Senior Officer will have the opportunity to demonstrate his/her organizational capacity in coordinating events as well as to develop the relational capability to explore partnerships with our internal and external community.

### Key Responsibilities

#### (1) Community Education Event Execution

- Assist with the development and execution of community education activities. Responsibilities include but are not limited to idea generation, bilingual education materials development, logistics arrangement, publicity, and on-site support.
- Facilitate communication with different internal stakeholders in developing digital/online platforms (including e-learning) for achieving the goal of effective community education.
- Administer evaluation survey design, data input, data monitoring, and basic analysis for community education events.

#### (2) Community Partnership Promotion

- Support the team to engage, equip and empower related stakeholders to create and sustain dialogues on the plight of issues faced by the communities we serve
- Engage and nurture relationships with potential community partners including coordination of meetings/activities, follow through with discussions/initiatives, and so on...
- Coordinate with cross departments in Mother's Choice to design and implement community engagement initiatives, to reach out to key influencers of vulnerable children and pregnant girls in our city
- Update and track engagement records in Salesforce and generate periodic reports to present the progress and identify if particular patterns lead to more sustainable and positive dialogues

#### (3) Internal Staff Capacity Building

- Support the team in the planning of internal learning & development (L&D) initiatives on topics like sexuality education & Child Protection; Responsibilities include but are not limited to materials development, managing vendor, contents translation, and adaption
- Working closely with Marketing & Communication team on key message alignment in all trainings
- Prepare reports to senior leaders on the output and outcome of L&D

(4) Other duties as required including but not limited to researching community education initiatives, managing contact database, monitoring budget, and preparing reports.



## Requirements

- Degree in Business Administration, Communications/Public Relations, Social Science or relevant discipline; a minimum of 3+ years of working experience in public relations agency, communications, social enterprise, or NGOs; candidates with more relevant experience will be considered for the position of Senior Officer
- Solid experience in project management and community engagement
- Strong communication (written and verbal) in both Chinese and English with active listening skills to a wide spectrum of stakeholders
- Software proficiency in Microsoft Office and experience in CRM platforms such as Salesforce. Familiarity with digital marketing and social media channels is an advantage.
- Positive, relational, capable of working independently, communicative and collaborative, organized and disciplined, attention to detail and ability to follow through the completion of processes, keen learner and solution provider.
- Able to work some evenings and weekends for events & programs.
- 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/221010/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.