



Assistant Officer / Coordinator, Video & Design Production
(Ref: MCW/20230523/AO_MarComm)

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

Powerful designs create and strengthen emotional connections between a brand and its audience. We would like to communicate and connect with relevance to our many stakeholders, relaying our vision and mission, messaging and stories, with simple yet powerful visuals in line with our communication strategies, marketing and development programs.

The Assistant Officer/Coordinator* in Video & Design Production will use video productions and other digital assets to elevate the brand of Mother's Choice through storytelling. This position is a member of the Marketing Communications team under the Community Connections department, but will interact with both internal and external constituents, including, staff, donors, nonprofit and community members and volunteers, vendors and freelancers in the development of video assets that amplify our aim to increase our presence and voice.

The successful candidate will also support graphic design works including vendor/freelancer coordination, assist in social marketing, branding and CRM tasks. Deliverables included but not limited to videos, reels, photography, social media, documentation, upholding brand and policy compliance and consistency across all communication channels.

Key Responsibilities

The successful candidate will assist the storytelling of Mother's Choice, drive production of video assets in partnership with the larger Community Connections department (comprised of events, fundraising, and marketing communication teams). He/she will participate in the briefing, brain-storming and story-identification process; film and edit day-to-day, event and storytelling videos for website and social media content; develop motion graphics for production; prepare and upload multi-media content (photos, videos, etc) for distribution on all Mother's Choice channels; and additional responsibilities as required. This is an ideal role for an eager individual who wants to be hands on at every stage of video production and passionate for the Mother's Choice storytelling.

Qualifications and Education Requirements

- Practical experience and/or a bachelor's degree in digital production, film, communications, or related field.
- Possess a high level of interest in working in a fast-paced, community-based environment.
- Must have at least one year of related internship, work or volunteer experience.
- Candidate(s) with under 2 years of working experience or fresh graduate would be considered as Coordinator*.



Required Skills

- Video production skill mastery, advanced post-production skills and motion graphics are required.
 - Be proficient in Adobe Premiere, After Effects/Motion, Photoshop, Microsoft Office Suite (Word, Excel, Powerpoint) or Mac IOS operation system.
 - Creativity to and a keen eye for a story that will speak to target audiences.
 - Creation of content calendars, content management and storytelling.
 - Communication skills with ability to communicate to all levels.
 - Fluency in spoken and written English and Chinese, ability to read, write and type in Chinese.
- Self-motivated and fast learner, with the ability and confidence to bring new ideas to the table.
- Proven ability to stick to project timelines.
- 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 please send a full resume , expected salary, and available date to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; or email to hr@motherschoice.org

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.