



Assistant Director, Volunteer Engagement (Ref: MCW/20230525/ADVE)

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

Mother's Choice wants to accelerate our agency's impact by engaging volunteers to assist in delivering our mission. The Volunteer Engagement Assistant Director (AD) is responsible for creating, innovating and managing Mother's Choice newly developed VE framework. The AD will interact with all departments and services of Mother's Choice and be accountable for developing strategies, operational plans, metrics and innovative initiatives to move the VE program forward in a substantial way. The AD will lead a team consisting of a manager and an officer.

Passionate about the values of Mothers Choice and believes and supports the vision that every child is in a loving family and acts as an advocate for those who don't have a voice. The individual must set a high standard and act as an example for staff, volunteers and the community.

Key Responsibilities

- Reports to the Director of Community Services
- Responsible for the overall oversight, implementation, and management of VE for Mother's Choice
- Develop a plan that advances the agency's strategies to increase engagement and deepen relationships with individuals and target volunteer segments
- Work closely with services and other departments to ensure maximum volunteer utilization; creating and inspiring innovative volunteer roles as appropriate
- Oversee and support to maximizing the use of the Portal as an invaluable tool for onboarding, monitoring and training of volunteers.
- Evaluate and continuously improve the volunteer program using data and qualitative feedback from individual participants, as well as develop KPI to reflect the quality of the Service
- Work with Learning and Development to develop a volunteer training and development program
- Participate in community outreach sessions, corporate speaking engagements as appropriate
- **For Children Services**, continue oversee & support the high quality of the recruitment, screening & onboarding for all MC's volunteer opportunities within the Child Care Home (CCH), especially the continued implementation of 'CARES' model, manage up to 6 part time volunteer coordinators to work closely with the CCH Manager and the supervisors, as well as to launch out to the volunteers of Project Bridge and foster care (OFC) in order to provide the high quality and consistent on screening & onboarding.
- Oversee & support of the volunteer 'Appreciation and Development Program'
- Collaborate with HR and Facility and Operation manager to ensure that volunteers work in a safe, healthy and supportive environment in accordance with all appropriate regulations etc.
- Other duties as assigned



Requirements

- Educated to degree level, preferably in an appropriate discipline, such as Business Management, etc.
- 10+ years' experience in a leadership position preferred
- Ability to analyze and exercise sound judgment, balancing a variety of perspectives to affect a positive outcome
- Strong interpersonal, written communications and public speaking skills. Ability to broker consensus across multiple parties. Training and facilitation skills desirable
- Must be aligned to the culture, values and the vision of Mothers Choice. Passionate about the vision of Mothers Choice that every child is in a loving family and acts as an advocate for those who don't have a voice. The individual must set a high standard and act as an example.
- Ability to lead and influence an organization. Experience managing diverse clients (internally and externally) in a complex environment.
- Able to establish and build rapport with our large volunteer workforce
- A high degree of integrity and transparency
- A demonstrated commitment to high professional ethical standards and a diverse and multicultural and international workplace
- 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.