



Assistant Officer, Marketing Communications
(Ref: MCW/20250203/AOMC)

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

Reporting directly to the Marketing Communications Manager, this person will provide administrative support and production coordination work for the marketing communications team.

Key Responsibilities

- General administration tasks for the coordination of events, activities, and collaterals production, finance documentation, support planning and budgeting, filing and supervising in the quality work of volunteers, including scheduling and deliverables.
- Collaterals production, liaising with suppliers, business partners, and service teams to establish their requirements as well as stock-taking and replenishment.
- Support planning and liaison with the development/fundraising and services teams on events.
- Online Communication – website maintenance using WP CMS to update the website, newsletter production, email campaigns, messaging, presentations and extracting segmented mailing lists from the CRM software.
- Carry out from time to time, and as directed, any other duties as required in addition to the above that will be both reasonable and within capabilities.

Requirements

- Undergraduate degree or higher in social science, communication, or business, with at least 1 year of relevant experience in communications, marketing, customer service, or related industries.
- Fluency in spoken and written English and Chinese, with the ability to read, write and type.
- Software proficiency in Microsoft Office. Familiarity with CRM platforms such as Salesforce an advantage. Knowledge of Adobe Photoshop, InDesign, WordPress (including SEO optimization), Mail Chimp, Google Analytics, Facebook Analytics, HTML an added advantage.
- Positive and pleasant team player is a must, with demonstrated ability to work independently and under pressure; communicative and collaborative, organized with attention to detail. Good interpersonal skills. Passion for the nonprofit / philanthropic sector a must.
- 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.