

Looking to work in a dynamic environment alongside highly motivated, innovative and collegiate colleagues who are passionate about their work? If you are strategic, organised, detail-oriented and passionate about the advancement of women and girls, we may have a job for you. From time to time, we post job openings and opportunities that come up with TWF so it's worth coming back to check. We would also be happy to hear from you at any time if you want to register your interest in a possible job with us - please email your CV to hr@twfhk.org. We will keep your interest and details confidential.

We currently have the following vacancy:

PROGRAMME OFFICER

The Women's Foundation is a leading NGO dedicated to the advancement of women & girls in Hong Kong through research, community programmes, education, and advocacy. TWF is seeking a full-time Pipeline Initiatives Officer to join its dynamic team. This is an exciting opportunity to help amplify TWF's voice in the community and contribute to a range of programmes making an impact on women and men across Hong Kong. The position would suit a recent graduate who is energetic, personable, communicative, organised and passionate about women's and gender issues.

Principal Responsibilities:

- Support a range of TWF's pipeline related programmes, partnerships and initiatives including TWF's signature Mentoring Programme for Women Leaders, 30% Club/Women in Leadership related initiatives and events
- Assist in managing our vast community of programme participants and alumni
- Support and help develop TWF's range of best practice resources e.g. Effective Unconscious Gender Bias Strategies
- Support the management of TWF's network of corporate partners and other sponsors for our pipeline programmes and cultivate new partners and sponsors

REQUIRED QUALIFICATIONS & EXPERIENCE

- Under-graduate and/or Master's degree from a recognised academic institution
- 1-2 years of work experience preferred. Fresh graduates are welcome to apply
- A keen interest in women's and gender issues would be a plus

REQUIRED SKILLS

- Word, Excel and PowerPoint proficiency
- Fluent written and spoken English; Chinese (Cantonese) language skills would be a plus
- Strong advanced planning, research, writing, presentation and relationship management skills, including the ability to engage with senior-level stakeholders, programme participants and corporate partners
- Self-starter, highly motivated, strategic thinker and creative problem solver, able to set priorities and be flexible, with a strong attention to detail
- Strong organisational skills, attention to detail and administrative skills
- Excellent written communication (copywriting and editing) skills
- Solid critical thinking skills

TO APPLY

Interested candidates should send their curriculum vitae with details of their professional and academic background, two referees, availability and expected salary to hr@twfhk.org by March 27, 2020. (Early Application is encouraged)

TWF is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only. For more information on TWF, please visit our website: twfhk.org.