

THE WOMEN'S FOUNDATION

ASSISTANT MANAGER / MANAGER (PIPELINE INITIATIVES)

The Women's Foundation (TWF) is a leading NGO dedicated to improving the lives of women and girls in Hong Kong through research, programmes, education and advocacy. TWF is seeking a full-time Programme Assistant Manager/Manager (Pipeline Initiatives) 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 across Hong Kong.

The position would suit someone who is strategic, collaborative, energetic, organised and passionate about women's and gender issues.

PRINCIPAL RESPONSIBILITIES

- Manage and execute the full programme cycle, from the creation and curation of content, related events and communications to the management of participants and knowledge partners, as well as monitoring and evaluation of programmes
- Support cross-programme initiatives
- Manage TWF's network of corporate partners and stakeholders for our Pipeline Initiatives and cultivate new partners and sponsors
- Develop best practices to showcase TWF's pipeline work and more generally, to highlight issues and developments for a more gender inclusive workplace
- Participate in and support TWF's annual fundraising events and other initiatives alongside other staff members, volunteers and interns
- Assist TWF's ad hoc projects when required

REQUIREMENTS

- Undergraduate degree from a recognised academic institution
- Minimum 4-5 years' work experience, ideally in an NGO, professional services or corporate context
- Must be able to demonstrate effectiveness in project management & delivery, relationship management, and strategic planning
- Experience in content creation and/or curation as well as research
- A keen interest in women's and gender issues
- Prior experience and knowledge of Diversity, Equality and Inclusion programmes would be a strong plus

ESSENTIAL SKILLS

- Fluent written and spoken English; Cantonese proficiency a plus
- Effective project management from strategy to execution including time management, attention to detail and prioritisation
- Creative and growth mindset
- Thrives in a collaborative and proactive team environment
- Digital proficiency including Word, Excel and PowerPoint

TO APPLY

Interested candidates should send their curriculum vitae with details of their professional and academic background, availability and expected salary to hr@twfhk.org by 9 February (**early application is encouraged**). Data collected will be used for recruitment and other employment-related purposes only. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

TWF is a committed Equal Opportunities Employer. Minority candidates (including race, ethnicity, gender, ability, among others) are encouraged to apply as well as those with non-traditional education backgrounds or those who have taken a career break and are looking to re-enter the workforce.

Only shortlisted candidates will be contacted.