

## **THE WOMEN'S FOUNDATION**

### **OFFICER (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 Officer (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 gender equality and diversity, equity and inclusion (DEI) issues.

#### **PRINCIPAL RESPONSIBILITIES**

- Work with senior manager and director to plan, manage and deliver pipeline programmes. This includes supporting the management and execution of related events, liaising with participants and knowledge partners, drafting of communications, conduct research, drafting the creation and curation of content, programme monitoring and evaluation.
- Support cross-programme initiatives
- Support senior manager and director in managing TWF's network of corporate partners, knowledge partners and stakeholders
- Manage and execute logistical and administrative tasks including data entry and collection, maintain up-to-date and accurate records, and support data analysis for programme evaluation purposes
- Support process improvement projects and adoption of new tools for programmes as well as overall Pipeline Initiatives team – provide feedback from operational perspective and manage execution
- Coordinate arrangements, prepare agendas, compile minutes and tracking of actions for internal and external meetings
- Assist TWF's ad hoc projects when required. This may include participation in and support for TWF's annual fundraising events.

#### **REQUIREMENTS**

- Undergraduate degree from a recognised academic institution
- Demonstrate interest, knowledge and skillset in project management & delivery (including effective time management, multitasking and prioritisation) and relationship management
- Demonstrate interest, knowledge and skillset in writing, content creation and/or curation as well as research
- Demonstrate a keen interest in and continuous learning of latest development and trends in gender equality and DEI

#### **ESSENTIAL SKILLS**

- Fluent written and spoken English; Cantonese proficiency a strong plus
- Creative and growth mindset – demonstrate willingness to learn, consider and incorporate feedback
- Contributes to and thrives in a collaborative, inclusive and proactive team environment
- Digital proficiency



## 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](mailto:hr@twfhk.org) by **24 June (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.

Review of applications is ongoing until the position is filled. Only shortlisted candidates will be contacted.