

THE WOMEN'S FOUNDATION

PROGRAMME OFFICER

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 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 personable, energetic, organised and passionate about women's and gender issues.

PRINCIPAL RESPONSIBILITIES

- Report directly to the Senior Programme Manager and help implement TWF's community programmes as required with particular focus initially on our Girls Go Tech programme and new community initiatives
- Provide logistical support for TWF's programme activities from coordinating with training partners on programme deliverables to evaluating the effectiveness of the programme and associated research studies
- Provide support in managing the Girls Go Tech online platform, including database management, participant registration and promoting activities
- Be responsible for coordinating meetings, preparing agendas, producing presentations and compiling minutes for the Steering Committees for TWF's community programmes
- Liaise and coordinate with corporate partners, training partners, grassroots organisations and NGOs, schools and education providers, service providers and programme participants, as well as volunteers to ensure the smooth running and output quality of TWF's community programmes
- Assist with TWF's fundraising events and other initiatives alongside other staff members, volunteers and interns
- Assist TWF's Community Programme Team with its responsibilities and duties as may be required

REQUIRED SKILLS

- Experience of volunteering or working on youth or women focused programmes and/or in a charity or NGO or the social welfare and/or education sector or government or public administration would be preferable
- University degree, preferably in the field of government and public administration, social sciences or business studies
- A good understanding of education services and/or STEM education, disadvantaged demographic groups, and youth and gender issues in Hong Kong
- Excellent command of spoken and written English and Cantonese
- Proficiency in Word, Excel, PowerPoint and Chinese word processing. Good IT skills, social media strategy and experience with Photoshop would be an advantage
- Professional and well-spoken, able to deal with various levels and types of people/organisations



- Self-starter, highly motivated and resourceful problem solver, able to set priorities and be flexible, able to work independently with a strong attention to detail and passionate to serve underprivileged communities
- Flexibility to work outside office hours, including evenings and weekends, as required

TO APPLY

Interested candidates should send their curriculum vitae, availability and two referees to hr@twfhk.org by **March 13, 2023**.

TWF is a committed Equal Opportunities Employer. Minority candidates (including race, ethnicity, gender, ability, among others) are encouraged to apply. We welcome fresh graduates, current workforce candidates and those who have taken a career break and are looking to re-enter the workforce to apply.

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.

For more information on TWF, please visit our website: twfhk.org.