

THE WOMEN'S FOUNDATION

COMMUNICATIONS 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 Communications Officer to join its dynamic team. This is an exciting opportunity to help amplify TWF's voice in the community and support a broad body of work contributing to closing the gender gap in Hong Kong.

The position would suit someone who is energetic, personable, communicative, organised and passionate about gender equality.

PRINCIPAL RESPONSIBILITIES

- Assist with the development and promotion of content on TWF's platforms including the website, newsletter, annual report, social media, and event-related collateral
- Help to design, develop content for, and execute digital media strategies that optimise TWF's social media presence and engagement
- Assist with online campaigns and monitor TWF's overall media coverage
- Support Research, Advocacy and Communications related events with logistics, coordination and communications
- Engage in background research for current or future research and advocacy areas
- Other ad hoc tasks as requested

REQUIRED QUALIFICATIONS & EXPERIENCE

- Undergraduate 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 is a plus

REQUIRED SKILLS

- Strong organisational skills, attention to detail and administrative skills
- Familiarity with social media
- Basic video editing and design skills
- Excellent written communication (copywriting and editing) skills; translation skills a plus
- Solid critical thinking skills
- Fluent written and spoken Chinese (Cantonese) and English



TO APPLY

Interested candidates should send their curriculum vitae with details of their professional and academic background, availability, and two referees to hr@twfhk.org by **February 10, 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.