

PROGRAM OFFICER

Job Highlights

- Meaningful youth & literacy development programs
- Dynamic & expanding NGO with ESG focus
- Broad exposure to full project lifecycle and stakeholders

Who are we?

Kids4Kids shares the vision where all young people are empowered to create a positive impact in society with the belief that they are ***Never Too Young To Change The World.*** Over the last 15 years, 32,000+ students have been impacted across Hong Kong, including the 10 poorest districts, through partnerships with 300+ schools, 120+ community centres with an ecosystem that encompasses 30,000+ volunteers, donors, and other partners.

As a team member, you will...

- Assist in the planning and execution of Kids4Kids programs
- Provide support to volunteer leaders and conduct training for new volunteers
- Collect, compile, and report on program surveys, feedback, and statistics
- Coordinate communication content (e.g. social media, newsletters, website, video and written content)
- Be awesome!

Are you...

- Passionate about working in NGO sector and making impact on young people?
- Enthusiastic to work with primary and secondary school students, and volunteers of all ages?
- A degree holder with a minimum of two year relevant work experience, preferably in NGO/school programs/projects?
- Proficient in written and spoken English and Chinese?
- Proficient in PC skills, including MS Word, Excel, PowerPoint, Chinese word processing? (video-editing will be a plus)
- Eager to run program workshops and events?
- Self-motivated, hard-working and possessing of strong interpersonal skills?
- A team player who can work in a fast-paced environment?







Apply now and create the future you want with Kids4Kids. Please send your CV to hr@kids4kids.org.hk together with your expected salary and availability.

We are an equal opportunities employer. All information collected will be used for the purpose of recruitment only.

Kids4Kids is a non-governmental organization which provides service for children and youth. Employees are required to complete and pass the Sexual Conviction Record Check.

Kids4Kids Limited 童協基金有限公司

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