



ASSISTANT PROGRAM MANAGER / SENIOR 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.

The Assistant Program Manager/ Senior Program Officer is a full-time permanent position who will take initiative and make contributions to the curriculum development, execution, and impact measurement of programs for children and youth in Hong Kong.

The Assistant Program Manager / Senior Program Officer is expected to

- Plan, organize, and implement Kids4Kids programs to meet the vision and mission objectives of the organization;
- Take charge of program rollouts, budget planning, and post-event impact assessment;
- Support in grant applications and reporting, and maintain good rapport with our funders and sponsors;
- Manage volunteer recruitment and provide support for volunteer leaders and conduct training for new volunteers;
- Work closely with the team to ensure the programs are delivered in a timely and professional manner;
- Assist in the planning and execution of special events;

Kids4Kids Limited 童協基金有限公司

16A, Tak Lee Commercial Building, 113-117 Wanchai Road, Wanchai, Hong Kong 香港灣仔灣仔道113-117號得利商業大廈16樓A室

☎ + (852) 3618 6810 📠 + (852) 3568 4880 ✉ info@kids4kids.org.hk 🌐 www.kids4kids.org.hk



- Coordinate communications content (e.g. social media, monthly newsletter, website content).

Please highlight in your application if you also have experience with:

- Investigative journalism, copywriting, and English-Chinese translation skills
- Video editing and storytelling
- Data visualization, statistics, and impact reporting

If you are:

- Passionate about working in NGO and enjoy working with students of all ages;
- A degree holder with a minimum of 3 years of relevant work experience, preferably in NGOs / education sector (candidates with less experience will be considered for the Program Officer post);
- Proficient in written and spoken English and Chinese;
- Experienced in event management, program coordination, and leading student groups;
- Experienced in working with primary and secondary school students, and volunteers of all background and ages;
- Proficient in PC skills, including MS Word, Excel, PowerPoint, Chinese wordprocessing;
- Self-motivated, hard-working, and proactive with strong interpersonal skills;
- A team player who is able to 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

16A, Tak Lee Commercial Building, 113-117 Wanchai Road, Wanchai, Hong Kong 香港灣仔灣仔道113-117號得利商業大廈16樓A室



+(852) 3618 6810



+(852) 3568 4880



info@kids4kids.org.hk



www.kids4kids.org.hk