



SENIOR PROGRAM OFFICER

The Senior Program Officer is a full-time permanent position who will assist the core team to make contributions to the curriculum development, execution, and impact measurement of programs for children from low-resourced families.

The Senior Program officer is expected to

- Assist in the planning, organizing and implementation of Kids4Kids programs to meet the vision and mission objectives of the organization
- Be responsible for program scheduling, session planning, and volunteer management
- Provide support for volunteer leaders and conduct training for new volunteers
- Monitor and assist the program sites to ensure the programs are carried out professionally
- Collect, compile, and report program surveys, feedback, and statistics
- Assist in the execution of special events;
- Work closely with the team to ensure the programs are delivered in a timely and professional manner
- Coordinate communications content (e.g. social media, monthly newsletter, website content)

If you also have experience with:

- Investigative journalism, copywriting, and English-Chinese translation skills
- Video editing and storytelling
- Data visualization, statistics, and impact reporting is a big plus. Please highlight it in your application.

If you are:

- Passionate about working in NGO and enjoy working with students
- A degree holder with a minimum of 1 year of relevant work experience, preferably in NGOs / schools (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 students, and volunteers;
- Proficient in PC skills, including MS Word, Excel, PowerPoint, Chinese wordprocessing;
- Self-motivated, hard-working, and proactive with strong interpersonal skills;

Kids4Kids Limited 童協基金會有限公司

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- A team player who is able to work in a fast-paced environment.

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