

ASSISTANT PROGRAM MANAGER

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 14 years, 27,000+ 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.

We hope you can...

- Take charge of planning, budgeting, rollout, and managing post-event impact assessment of Kids4Kids programs
- Maintain good rapport with different groups of stakeholders, including beneficiaries, partners and sponsors
- Manage volunteer recruitment and training
- Support in grant application process and reporting
- Assist in the planning and/or execution of special events;
- Coordinate communications content (e.g. social media, newsletters, website, videos and written content).

We hope you can bring...

- Passion about working in NGO and enjoy working with students and stakeholders from a broad range of backgrounds
- A degree holder with a minimum of 3 years of relevant work experience, preferably in NGO/education sector (candidates with less experience will be also considered for junior posts)
- Experience in event management, program coordination, and leading student groups
- Experience in working with primary and secondary students, and volunteers of all ages
- Proficiency in written and spoken English and Chinese
- Proficiency in PC skills, including MS Word, Excel, PowerPoint, Chinese word processing;
- Self-motivated, hard-working, and proactive with strong interpersonal skill
- A team player who is able to work in a fast-paced environment.

Apply now and create the future you want with Kids4Kids. We can't wait to hear from you. Kindly 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.

To discover more on how you can make an impact with Kids4Kids, visit us at www.kids4kids.org.hk to learn about other hiring positions:

Program Officer (2)