

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 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...

- Be part of a team to assist in the planning and execution of Kids4Kids programs
- Be responsible for program scheduling, session planning, and volunteer management
- Provide support for volunteer leaders and conduct training for new volunteers
- Collect, compile, and report program surveys, feedback, and statistics
- Assist in the execution of special events
- Coordinate communication content (e.g. social media, newsletters, website, video and written content)

We hope you can bring...

- Passion about working in NGO sector and making impact on students
- Enthusiasm to work with primary and secondary students, and volunteers of all ages
- A degree holder with a minimum one-year relevant work experience, preferably in NGOs/schools
- Proficiency in written and spoken English and Chinese
- Proficiency in PC skills, including MS Word, Excel, PowerPoint, Chinese word processing; video-editing will be a plus
- Eagerness to run program workshops and events, and to lead student groups
- Self-motivation, hard-working and strong interpersonal skills
- A team player who can 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 :

Assistant Program Manager