**Mind HK**, a Hong Kong registered charity, registered in the name of Mind Mental Health Hong Kong Limited, is seeking a **Digital Content Officer**. The is a full-time role and will revolve around mental health content that is accessed by over 21,000 people per month. This position will provide you with a valuable opportunity to work with a small and dynamic team and be a part of increasing mental health awareness in Hong Kong.

**Job Responsibility:**

* Manage Mind HK’s bi-lingual website including blog and content updates
* Create and maintain informational material on mental health and for other Mind HK initiatives e.g., our digital platform, the Help Me app, in English and Chinese (Traditional Chinese)
* Manage social media platforms, content schedules and conduct regular content audits
* Grow website visits and newsletter subscriber base to drive awareness and leads
* PR support for liaison on campaigns and general media requests
* Support health promotion campaign development

**Requirements:**

* Passionate about mental health/public health
* Good written and communications skills in English and Chinese (Traditional Chinese) is a must, and good translation skills (English to Chinese and vice-versa) preferable
* Experience using social media
* UX/UI experience desirable
* Fluent in English and Cantonese
* Professional experience in a PR, communications, or journalism role desirable
* Experience with WordPress/web design (HTML, CSS and JavaScript) is a plus
* Background in or knowledge of psychology desirable

To apply for this position, please email to hr@mind.org.hk your CV and a covering letter.