

## **Training Coordinator / Assistant**

Mind HK is a fast-paced, quick-growing mental health charity with a mission to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 19,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Training is a core part of Mind HK's work in raising awareness around mental health and reducing the stigma around it. We are looking for a Training Coordinator/Assistant to join our compact yet dynamic growing team. The role will play a pivotal position in supporting our Training Team in both administrative and operational tasks.

### **Responsibilities**

- Coordination of training bookings including, external booking requests, public training promotions and communications with external parties and individuals
- Coordination of training workshops including training delivery support, coordination with trainers and evaluation process
- Management of stakeholder database
- Conduct research for training content, development, evaluation and upgrades
- Create monthly mental health news bulletins and research updates
- Create promotional content and support outreach to potential training clients and beneficiaries
- Provide editing, translation, and proofreading support for training-related material
- Support Training Manager and Clinical Advisors in training development, localisation of training, evaluation, promotion, and administrative tasks
- Support other tasks required by the team and organisation

### **Requirements**

- Bachelors degrees in Psychology, Social Sciences or other mental health related subjects are preferred
- Ability to communicate fluently in both written and spoken Cantonese and English; Mandarin will be an advantage
- Interest in mental health and a passion to contribute to raising awareness in Hong Kong
- Experience or skills in research and/or event management, administrative work, and/or public speaking will be an advantage
- Outstanding communication and interpersonal abilities
- Excellent organisational skills and detail-oriented
- Excellent time management in a flexible working environment
- Able to take initiative independently



- Excellent knowledge of Zoom, MS Office, Google Suite; and CRM systems will be an advantage
- Experience working in NGO sector is a plus
- Experience using Canva or other graphic design software (e.g. Illustrator) is a plus

To apply for this position, please email [hr@mind.org.hk](mailto:hr@mind.org.hk) with a brief statement of interest and motivation, cover letter, CV, dates and time of availability, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.