

## **Research and Project 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.

Mind HK is seeking a passionate individual to assist in conducting research and other duties for the Psychological Wellbeing Practitioners (PWP) project.

### **Job Responsibilities:**

#### **Research Duties**

- To assist in conducting mental health-related research including data collection, qualitative analysis of research data and other administrative duties;
- To assist in conducting mental health related research, particularly in evaluation of low intensity psychological intervention;
- To be involved in all stages of the research process in liaison with research stakeholders and under the supervision of the clinical advisor of Mind HK; and
- To assist for design of research, translation of questionnaires, literature review, data collection, subject interviews, liaison with collaborators, management and analysis of research data and other administrative duties.

#### **Project Duties**

- To conduct and support the implementation of programmes; and
- To support the development and improvement of treatment protocol and programme materials.

#### **Others**

- To provide accounting and clerical support; and
- To undertake any other duties as assigned by your supervisor(s).

### **Requirements:**

- A recognized bachelor degree or above is required, major in psychology, or statistics, or public health, mental health related subjects is preferred
- Experience of performing research, for example thesis or independent studies is required
- Excellent communication skills and ability to work in a team
- Experience in working in community project is preferred
- Agility and responsiveness
- Fluent (written and spoken) in English and Cantonese

**Terms:** Full time; salary - negotiable; contract till June 2024.



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