

Research Coordinator - iACT (full time, contract basis)

Mind HK is a fast-paced, quick-growing mental health charity, with a vision 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 25,000 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 Improving Access to Community Therapies (iACT) programme.

Job Responsibilities:

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

We are looking for someone who has/is:

- 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
- Ability to collaborate with external partners and stakeholders.
- Fluent (written and spoken) in English and Cantonese Terms:

Terms:

Full Time (5 days per week); two years contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for a Research Coordinator is between 19,088HKD - 23,335HKD depending on the level of experience and competencies (according to our internal point system). Annual increment is based on our salary structure.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (FT staff). In addition, employees receive up to 22 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions. Should you require any support or

accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

Application:

To apply for this position, please email 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: required) and English.