

### **Communications and Events Coordinator/Assistant Manager**

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 28,000 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 looking for a Communications and Events Coordinator/Assistant Manager to coordinate Mind HK's communications and events work. The role will be responsible for supporting the communications team, ensuring the successful promotion of programmes, supporting media relations and digital platforms (inclusive of websites and social media), and project coordinating/managing and implementing large-scale events. This is an excellent opportunity to work with a passionate communications and events team seeking to improve the mental health of the Hong Kong population. You will report directly to the Acting Head of Communications and work closely with other senior management and team members.

#### **Job Responsibilities:**

- Assist in the creation of promotional materials, press releases, and website and social media content.
- Support the planning and execution of communication strategies for programmes and events, including content and digital marketing.
- Coordinate event and travel logistics, including venue sourcing, booking, vendor procurement and management, and speaker liaison, and on-site support.
- Support stakeholder management for events and communications matters.
- Coordinate event registrations, attendee communication, and post-event follow-ups.
- Assist in the development of communication plans and schedules.
- Assist the communications and events team in various tasks as needed, including translation, editorial, and administrative tasks.
- Manage communications team members, website development and social media strategy/content calendars (Assistant Manager Level).
- Attend and support events outside of office hours as needed, with Time Off in Lieu (TOIL) available on approval from your line management.

#### **We are looking for someone:**

- Bachelor's degree in communications, public relations, journalism, public health, psychology, or a related field is preferred.
- Detail-oriented and highly organised, with the ability to manage multiple tasks and deadlines.
- Passionate about promoting mental health initiatives and events in Hong Kong.
- At least 1-2 years (coordinator level) or 3 years (assistant manager level) of experience in a communications or events-related role.

- Proficiency in leveraging digital and social media platforms for effective communication and event promotion.
- Exceptional writing, editing, and proofreading skills to create compelling content for various mediums.
- Experience in planning and executing events, including logistics, vendor coordination, and on-site management.
- Ability to work effectively within a team and contribute to strategic communications planning and execution.
- Excellent written and verbal communication skills in English and Cantonese.
- Previous experience in an NGO, PR agency, start-up, or event management setting is advantageous.

**Terms:**

Full Time (5 days per week); 2-year contract, renewal subject to review at contract end.

**Salary and Benefits:**

The starting salary for this position is between 19,088HKD - 23,335HKD (coordinator level) and 23,335HKD - 28,391HKD (assistant manager level) 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](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: required) and English. Please specify if you are applying for coordinator or assistant manager level.

We recommend applying soon, as we are seeking applicants who are available for an **immediate start**. Applications will be reviewed on a rolling basis and only those who have been shortlisted will be contacted regarding next steps.