

Project Assistant - 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 currently looking for a highly motivated individual to act as Project Assistant for our Improving Access to Community Therapies (iACT) programme, which will train practitioners to offer low-cost, evidence-based mental health treatments to people in Hong Kong. The role will manage and support the organisational aspects of the iACT programme development and implementation, and reports to the Assistant Programme Manager - iACT.

Job Responsibilities:

- Manage and implement the operations and administration for the iACT programme including technology and financial aspects, such as vendor/ partnership/ stakeholder agreements, payments and programme logistics.
- Coordinate marketing, in conjunction with the Communications team, and recruitment of service users.
- Assist in outreaching to host organisations (secondary schools, universities, clinics, and other community sites) and developing partnership for iACT service.
- Attend and support events outside of office hours as needed, with Time Off in Lieu (TOIL) available upon approval from your line manager.
- Any other ad hoc and administrative duties assigned by the organisation.

We are looking for someone who has/is:

- Fresh graduates are welcome, prior experience as Project Assistant is advantageous, preferably with a background in mental health or previous experience in a front-line service.
- Experience in project management is preferred.
- Goodwritten and spoken communication skills.
- Detail oriented and good organisational skills.
- Bilingual (Must be native Cantonese speaker/writer with strong proficiency in English).

Terms:

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

Salary and Benefits:

The starting salary for Assistant is between 16,068 HKD- 19,088HKD 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.