

Communications and Outreach Coordinator (iACT)

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 looking for a Communications and Outreach Coordinator to promote and support our iACT programme. The role will be responsible for all coordinating communications and events-related tasks and outreach to different organizations for the programme. . You will report to the Assistant Programme Manager) and work closely with a range of team members. This is a great opportunity for creative individuals who are passionate about improving mental health .

Job Responsibilities:

- Support the development and implementation of communication plans specific to the iACT programme.
- Creation of project-related communication materials, such as promotion/marketing materials and digital content for social media and websites.
- Collaborate with the communications team to ensure consistent messaging and branding for the project.
- Manage event planning and implementation, including communication with participants, speakers, vendors, and post-event evaluations.
- Analyze communication and event effectiveness for the project.
- Outreach to different organizations to establish partnership for the iACT programme.
- Attend and support events outside of office hours as needed, with Time Off in Lieu (TOIL) available on approval from your line management.
- Any other ad hoc and administrative duties assigned by the organization.

We are looking for someone:

- Bachelor's degree in communications, public relations, journalism, marketing, public health or a related field is preferred.
- Passionate about promoting mental health initiatives and events in Hong Kong.
- At least 1-2 years of experience in a communications, outreaching, marketing 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.
- Excellent written and verbal communication skills in English and Cantonese, with the ability to engage with diverse stakeholders.
- Previous experience in an NGO, PR agency, start-up, or event management setting is advantageous

Terms:

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

Salary and Benefits:

The starting salary for this position 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.