

Project Coordinator - iACT

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 24,000 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 project coordinator to join our iACT programme (Improving Access to Community Therapies). The role will be integral to promoting our mental health initiatives and engaging with the community. You will report to the Head of Programme and work with a range of team members.

Job Responsibilities:

- Assist in managing the project operation, service output and outcome, carrying out administrative duties
- Plan and implement promotional activities to increase awareness of mental health initiatives within the community.
- Outreaching to different organizations and corporations to explore partnership opportunities and referral of clients
- Coordinate with team members and NGO partners.
- Prepare reports on the impact and outcomes of promotional and educational initiatives.
- Support the planning and execution for large and small-scale project events.
- To support the development and improvement of treatment protocol and programme materials.
- Any other ad hoc tasks assigned by the organization.

We are looking for someone:

- A recognised associate degree or above is required.
- A minimum of 2 years work experience is required, preferably in Project related work, with a background in mental health or previous experience in a front-line service
- Passion for mental health treatment and services for people in Hong Kong
- Strong communication and interpersonal skills in working with stakeholders
- Excellent organizational skills
- Fluent (written and spoken) in English and Cantonese.

Terms:

Full Time (5 days per week, Tuesday to Friday, 1pm to 9pm including one hour for dinner, Saturday 10am-6pm including one hour for lunch); one and half 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 Mental Health Hong Kong Limited, HK registered Charity no. 91/16471

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www.mind.org.hk

Mind HK provides 7-hour work days, 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.

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.