

## Training Assistant

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 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.

Training is a core part of Mind HK's work in raising awareness around mental health and reducing the stigma around it. We are looking for a Training Assistant to join our dynamic growing team. The role will play a pivotal position in supporting our Training Team.

### Job responsibilities:

Working closely with our Training and Operations Manager, the Training Assistant will:

- Support the daily administrative and operational tasks for the Training Team
- Coordinate different stakeholders internally and externally to ensure smooth delivery of training sessions and events
- Assist in documentation and database management for maintaining accurate and up-to-date training delivery, evaluation, and trainer records
- Assist in procurement activities within the Training Team
- Contributing to research and resource building within the team
- Any other ad hoc tasks required by the Training Team and/or the organisation

We are looking for someone with:

- Associate degree or higher in a relevant field; a Bachelor's degrees is a plus
- Experience handling administration work
- Excellent organisational skills, excellent attention to detail, and able to maintain accuracy in tasks
- Ability to communicate in both written and spoken Cantonese and English; Mandarin will be an advantage
- Excellent time management in a flexible working environment
- Able to take initiatives independently
- Excellent knowledge of MS Office, Google Suite and Zoom
- Interest in mental health and a passion to contribute to raising awareness in Hong Kong is a plus

### 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 16,068HKD - 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 (full-time 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.

**How to apply:**

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.

Application is on a rolling basis.