

Training Coordinator

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 Coordinator 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 Partnerships Manager, the Training Coordinator will:

- Support Client outreach, engagement and management
- Liaise internally within the Training Team and externally with clients
- Support the development and implementation of communication plans specifically for the training section
- Create communication materials, such as promotion/marketing materials and digital content for social media and websites, and collaborate with the Communications Team to ensure consistent messaging and branding
- Manage event planning and implementation, including communication with participants, speakers, vendors, and post-event evaluations
- Other tasks required by the Training Team and/or the organisation

We are looking for someone with:

- A Bachelor's degree, preferably in Communication, Journalism, Psychology and Social Sciences; other Bachelor's degrees with a strong interest in mental health would be considered as well
- Experience working in NGO/Startup/Client facing/HR/Learning and development sector is a plus
- Professional proficiency in both written and spoken Cantonese and English; Mandarin will be an advantage
- Experience in public speaking/hosting an event will be desirable
- Experience using Canva or other graphic design softwares (e.g. Illustrator)
- Outstanding communication and interpersonal abilities
- Excellent organisational skills and detail-oriented
- Excellent time management in a flexible working environment
- Proactive and able to take initiatives independently
- Excellent knowledge of MS Office, Google Suite and Zoom; and CRM systems will be an advantage

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 (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 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.