

Project Assistant - iACT (Service) (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 inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is 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 individuals in Hong Kong. The role will manage and support the organisational aspects of the iACT programme development and implementation, and reports to the Programme Manager - iACT.

Job Responsibilities:

- Assist with data management and the preparation of funding reports for fundings.
- Manage centralised scheduling systems and allocate cases.
- Assist in outreaching to host organisations (secondary schools, universities, clinics, and other community sites) and developing partnership for iACT service.
- Provide on-site support to outreach and psychoeducation activities.
- 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.
- 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:

- 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.
- Bachelor's degree in psychology, social science, public health or a related field is preferred.
- Experience in project management is preferred.
- Experience in Google sheet/ Microsoft excel.
- Good written 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 year contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for Assistant is between HK \$17,007 - HK \$20,204 per month, depending on experience and competencies, based on our internal point system. Annual salary increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, including up to 2 days of study leave and access to various training and well-being programs throughout the year.
- Additional support through regular check-ins with clinical staff and staff well-being activities.

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 (Both Cantonese and Mandarin) and English.

Our Commitment to Inclusion:

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.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.