

## Youth Engagement Officer

Mind HK is a fast-paced, quick-growing mental health charity with a vision to ensure that no one faces 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.

We are looking for a dynamic and passionate Youth Engagement officer to join our youth programme under the [JC LevelMind@School](#) project. The role will be working with local secondary schools, collaborating with teachers and students to foster engagement and support mental health initiatives. You will report to the Youth Engagement Manager and work with a range of team members.

### **Core Responsibilities:**

- Work closely with school teachers and students to build relationships and promote engagement;
- Coordinate School-based wellness activities and events while ensuring safety and alignment with program protocol;
- Collaborate with school leaders to ensure the effective implementation of youth engagement programs;
- Work with the Youth Engagement Team and Communications and Events team on relevant tasks and engagement events, such as organising and facilitating joint-school student training and leadership events, Youth Advisory Committee and annual JC LevelMind Fest;
- Coordinate with schools and other stakeholders to facilitate seamless communication and collaboration;
- Provide regular updates and documentations, and reports to the Youth Engagement Manager on program progress;
- Ensure accurate documentation of activities and outcomes; and
- Any other ad hoc and administrative duties assigned by the organization.

### **Key Qualities and Skills:**

- Bachelor degree or higher in a relevant field. Preferably has training or a degree in mental health or a health-related discipline.
- Minimum of 2 years of experience in youth engagement or related roles.
- Strong interpersonal and communication skills, especially with students.
- Good written and verbal communication skills in English and Cantonese.
- Coordination and organizational skills for effective program implementation.
- Collaborative mindset to work seamlessly with internal teams and external stakeholders.
- Passion for promoting mental health initiatives among youth.
- Any other ad hoc duties assigned by the organization.

**Terms:**

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

**Salary and Benefits:**

The starting salary for this position is between HK \$20,204 to HK \$24,700 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, offering up to 2 days of study leave, access to ongoing training, workshops, and cross-organisational learning opportunities.
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

**Application:**

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 (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.