

Executive Officer - Youth Programme

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 detail oriented Executive officer to join our youth programme. The role will play a crucial role in providing comprehensive administrative and support to the entire program and the development and implementation of Campus Wellness Fund. You will report to the Programme Manager and work closely with a range of team members.

Core Responsibilities:

- Collaborate with Youth Team members, to Lead and manage impact reports/documentation for funded projects, ensuring a high accuracy in content, and all reporting aligns with Mind HK requirements and funder expectations.
- Work closely with Youth Team members to ensure all HR processes are followed properly.
- Lead HR and Admin tasks of the project team to ensure efficient execution of administrative tasks, including but not limited to recruitment, onboarding, staff records, storage unit management, and preparation of regular internal/external meetings.
- Work closely with Mind HK Finance Manager and program team to ensure financial and procurement processes/documentation meet funder and Mind HK requirements.
- Maintain accurate financial records and support procurement activities within the project team.
- Support Campus Wellness Fund activities, including school recruitment, student mentoring programs, day-camp development/implementation, annual festival deliverables, and showcases.
- Ensure seamless coordination and execution of administrative aspects for various events.
- Handle any other ad hoc administrative duties as assigned by the organization.

Key Qualities and Skills:

- Associate degree or higher in a relevant field.
- Minimum of 2 years of experience in administrative support roles. Preferably has experience with HKJCCT projects.
- Good written and verbal communication skills in English and Cantonese.
- Strong administrative and organizational skills, detail-oriented, excellent team player
- Proficient in project documentation, program planning and coordination.
- Experience in Financial accounting support is preferred.
- Event support capabilities for both large-scale and specific program-related events.

Terms:

Full Time (5 days per week); 1-year contract (until Sep 2027), 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 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.