

Social Worker / Project Coordinator - iACT (Full time, contract basis)

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.

Mind HK is seeking a motivated Social Worker/ Project Coordinator to support the development and implementation of our Improving Access to Community Therapies (iACT) programme, which trains practitioners to provide low-cost, evidence-based mental health treatments to people in Hong Kong. The role will manage and support the organisational aspects of the programme's development and implementation, and work with different partners to deliver training. The postholder will report to the Senior Programme Manager – iACT.

Job Responsibilities:

- Design, adapt, and deliver engaging mental health workshops, training modules, and psychoeducational sessions for diverse community groups, schools, corporate partners, and the general public.
- Plan, organize, and execute community outreach initiatives, public campaigns, and awareness events to improve mental health literacy across Hong Kong.
- Assist in developing and updating evidence-based training materials, presentation decks, toolkits, and educational resources tailored to different target audiences.
- Establish and maintain positive working relationships with community partners, NGOs, schools, corporate clients, and guest speakers to expand programme reach and impact.
- Oversee end-to-end logistics for training and outreach events, including venue setup, virtual workshop platform management, registration, and participant communication.
- Collect participant feedback, track outcome metrics, and prepare progress reports to evaluate programme effectiveness and drive continuous improvement.
- Work collaboratively with multidisciplinary team members, clinical advisors, and external vendors to ensure seamless project execution.
- Support outreach activities outside standard office hours (including evenings/ Sundays with TOIL provided) and perform general administrative or ad-hoc duties as assigned.

Key Qualities and Skills:

- A registered Social Worker in Hong Kong (with a degree/ diploma in Social Work) or holds a degree in Psychology, Counselling, Public Health, or a related field.
- A minimum of 2 years work experience for Project Coordinator, preferably with a background in mental health or previous experience in a front-line service.

- A strong passion for mental health promotion, community outreach, and capacity building.
- Experience in designing, facilitating, and delivering mental health workshops, training sessions, and psychoeducational programmes.
- Exceptional communication and presentation skills, with the confidence to engage diverse audiences, community partners, and external stakeholders.
- Strong project management and organisational skills, with the ability to plan outreach events and manage training logistics meticulously.
- Able to work independently to drive outreach initiatives while collaborating seamlessly with internal multidisciplinary teams.
- Comfortable using standard digital tools, presentation software, and virtual workshop platforms (e.g., Microsoft Office, Zoom, Google Workspace).
- Fluent in spoken Cantonese and proficient in English, with strong written communication skills in both Chinese and English.
- Previous experience in community engagement, public education, or corporate/school mental health training (preferred, but not essential).

Terms:

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

Salary and Benefits:

The starting salary for Social Worker will be set with reference to the Government pay scale and adjusted based on relevant experience and competencies through our internal point system.

For Project Coordinator, the starting salary is between HKD20,204 - HKD24,700 per month, depending on the level of experience and competencies. Annual 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.