

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 currently looking for a highly motivated individual to act as Project Coordinator for our Improving Access to Community Therapies (iACT) programme, which will train practitioners to offer low-cost, evidence-based mental health treatments to people in Hong Kong. The role will manage and support the organisational aspects of the iACT programme development and implementation, and reports to the Senior Programme Manager - iACT.

Core Responsibilities:

- Responsible for the outreach work in securing partner organisations (NGOs, universities, clinics, and other community sites) to establish collaboration and participate in training required by the funding projects.
- Oversee key relationships across internal and external partners, acting as the primary point of contact for operational coordination.
- Liaise with the iACT clinical advisory and project management teams to develop and implement the programme in line with agreed timelines.
- Partner with the Communications team to design and execute marketing campaigns for pilot training and delivery.
- Attend and support programme events outside standard office hours, including evenings and Sundays, as required. Time Off in Lieu (TOIL) is provided subject to prior line manager approval.
- Plan and deliver interactive talks, workshops, and joint initiatives in partnership with non-governmental organisations (NGOs).
- Any other ad hoc and administrative duties assigned by the organisation.

Key Qualities and Skills:

- 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
- An understanding of mental health treatment and services for people in Hong Kong
- Experience in projects with training and working with other community partners are preferred
- Excellent written and spoken communication skills, comfortable with public speaking and delivering external presentations
- Excellent organisational skills
- Bilingual (Must be native Cantonese speaker/writer with strong proficiency in English)

Terms:

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

Salary and Benefits:

The starting salary for this position is between HKD20,204 - HKD24,700 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.