



Founded in 1956 by John D. Rockefeller 3rd in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is currently looking for a high caliber candidate to join our Communications Team.

Community Outreach Coordinator (Full-time / Part-time)

Responsibilities:

- Monitor and evaluate the effectiveness of outreach efforts and adjust strategies as needed;
- Maintain and update the database of stakeholders – community members, schools, universities, scholars and academicians;
- Maintain ASHK's WhatsApp database and send promotional messages to the right groups depending on the program type;
- Build and maintain relationships with the database of stakeholders;
- Work together with communications team to draft messages/ communication materials for promoting ASHK events and programs to the right stakeholder;
- Attend outreach events, workshops, and activities as and when necessary;
- Provide support for other projects and initiatives as required.

Requirements:

- A bachelor's degree from a recognized university;
- 2 – 3 years' relevant experience preferably from Community Outreach/NGO/Heritage and understand the school system would be an advantage;
- Dynamic personality, can-do attitude and flexible;
- Passion in community engagement and outreach;
- Ability to work independently, multi-task in a fast paced and dynamic environment; mature and good team player with an eye for detail,
- Excellent interpersonal skills to work with different parties
- Excellent written and verbal communication skills in both written and spoken English and Chinese (Cantonese and Mandarin);
- Proficiency in MS Office, including Word, Excel and PowerPoint;
- Flexible working schedule, may be required to work on Saturday or Sunday.
- Both full-time (FT) or part-time (PT) are welcome (please remark FT or PT in your application)

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to hrhk@asiasociety.org.hk

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.