

THE POKFULAM FARM COMPANY LIMITED

薄鳧林牧場有限公司

The Pokfulam Farm, formerly the Old Dairy Farm Senior Staff Quarters known as Braemar, has been classified as a Grade I historic building and falls into the Batch IV Revitalisation Scheme of the Development Bureau. The Project is co-organised by Caritas Hong Kong and The Pokfulam Village Cultural Landscape Conservation Group.

Officer/ Project Coordinator - Programme

Job Description:

- Assist in daily venue operations;
- Maintain social media platforms including website, Instagram and Facebook;
- Provide support in programme planning and implementation, to manage the farm's event calendar and coordinate with different stakeholders, including villagers' groups and external partners;
- Facilitate guided tours and workshops;
- Handle daily enquiries and group visit enquiries;
- Provide administrative support to the team;
- Working Day: 5 days a week, shift duties on weekends and public holidays is required.

You should have/be:

- minimum of 2 years of relevant working experience;
- self-motivated and able to work independently;
- a hands-on team player with excellent interpersonal skills;
- passion for developing a career in the heritage or community arts field;
- excellent command of written and spoken English and Chinese, proficiency in Putonghua is a plus;
- preferably with venue operation and/or marketing experience;
- applicant with less experience will be considered as Project Coordinator.

Applicants should email their resume stating current and expected salaries to hr@pokfulamfarm.org.hk
Application deadline: 15 September 2023.

The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within five weeks after the application deadline may consider their applications unsuccessful.