

香港文化古蹟資源中心

Hong Kong Resource Centre for Heritage

Hong Kong Resource Centre for Heritage (HKRCH) is a non-profit conservation group which aims to promote the conservation of history, cultures and heritages in Hong Kong. We organize different kinds of activities for schools, communities and the public to raise the social awareness of heritage conservation.

We are now looking for candidates with the following skills and attributes:

Project Officer

- Hong Kong Permanent Resident
- Bachelor's degree with 1 year of relevant work experience is preferred.
- Demonstrate experience and willingness to learn about Hong Kong intangible cultural heritage and education, experience in cultural and arts education is an advantage
- Able to multi-tasks, work under pressure and willing to take up challenges
- Responsible, attention to detail and organised
- Prepared to travel around Hong Kong to participating schools of the programme
- Prepared to work weekends, holidays occasionally to accommodate production schedules
- Good communication skills and fluent in both spoken and written English and Chinese, Putonghua is an advantage.
- Proficiency in computer applications (Microsoft Excel, Word, PowerPoint)
- Other computer skills are an advantage

Responsibilities:

- Preparation and operation of school programme
- Assist Project Manager in planning, execution and managing of projects
- Co-ordinate with schools, schoolteachers, local and/or partners
- Maintain database and records of projects
- Report to the Project Manager on operations

Please send your CV with expected salary to hr@hkrch.org, all information will be treated with the strictest confidence.