

### Job Highlights

- [REDACTED]  
NGO focus in sports event/charity
- [REDACTED]  
Renewable contract
- [REDACTED]  
Contract End Gratuity

### Job Description

#### Job Responsibilities:

- Assist in planning and executing sports programme and event
- Coordinate with partners, monitor programme expenditure, and manage students and parents
- Collaborate with the partnership management and marketing teams
- Create written content for email and social media communications
- Lead part-time staff/interns to support programme delivery
- Conduct impact analysis, design new programmes and events
- Perform other assigned duties.

#### Qualifications:

- Bachelor's degree in any discipline with at least 2 years of experience in charity/community services/sports management for Officer role. Fresh graduates or those with less experience considered for Executive role.
- Strong command of written and spoken English and Cantonese.
- Good team work, well organized, detail-oriented, and high integrity.
- Willing to travel to various districts in Hong Kong on weekday evenings and weekends, with transport subsidy and compensation leave.
- Proficient in Microsoft Office with AI/Photoshop skills is a plus