



# The Hong Kong Girl Guides Association

## Assistant Project Officer - Affiliated Members Department

### Responsibilities:

- To assist the Executive to develop Golden Guide services for senior / elder women;
- To coordinate, collaborate and liaise with other colleagues, committees, members and volunteers to plan, organize, implement, and evaluate programmes and activities;
- To promote services and activities and increase service outreach via various social media;
- To liaise and collaborate with other colleagues, volunteers, funding organisations and external parties to ensure smooth service operation;
- To perform general administration and office duties and handle enquiries and requests from members and the public;
- To assist Executive to prepare reports, service and programme statistics, and analyse data as required;
- To work on weekends / public holidays / night as required.

### Requirements:

- 5 passes in HKCEE, including English (Syl. B) and Chinese Language OR 5 subjects obtained Level 2 or above in HKDSEE, including English and Chinese.
- At least 2-3 years' relevant working experience in social welfare sector.
- Experience in planning and organizing activities and events in NGOs.
- Able to work independently and interested in communicating with elderly people, deal with multiple tasks and work under pressure.
- Well-organised and attentive to details.
- Well-versed in Microsoft application, power-point, Chinese word processing of 倉頡 or 速成.
- Knowledge in Photoshop and/or AI is preferable.
- Good manner, sociable and cheerful character with strong communication and interpersonal skill.
- Guiding experience will be considered an advantage.
- **Fresh University graduates are also welcome.**

Salary will be commensurate with experience and qualifications. Please send résumé and expected salary to [hr@hkgga.org.hk](mailto:hr@hkgga.org.hk) or to Human Resources Department, 8 Gascoigne Road, Kowloon. Please mark "Private & Confidential" on the envelope.

***Prospective employees are required to undergo Sexual Conviction Record Check.***

***本會將要求準僱員進行性罪行定罪紀錄查核。***

***(Personal Data provided will be used for recruitment purpose only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.)***