



Assistant Communications Officer / Communications Officer

Job ref no: FRC/2405/022

Responsibilities:

- Assist in the organizational communications functions, including:
 - Prepare the schedule and content for digital and social media platforms, such as Facebook, Instagram, YouTube, e-newsletter and website
 - Create and develop content to promote the organisation, youth services, programmes and events, such as brochures and presentation decks
 - Handle member and public inquiries from digital and social media platforms, such as e-mail, Facebook, Instagram and WhatsApp
 - Prepare press release, handle media inquiries and coordinate media interviews
- Reach out and engage with a broad spectrum of partners ranging from NGOs, government departments, community, schools, corporates and creative talents.
- Support the implementation and execution of partnership programmes, including but not limited to liaison with partners, logistics arrangement, administration and reporting.
- Perform other duties as assigned by supervisor.

Requirements:

- Degree holder in Languages, Communications, Journalism, Marketing, Public Relations or related disciplines.
- 1-2 years of relevant professional experience, fresh graduate will also be considered.
- Proficient in MS Office; knowledge of Photoshop / Adobe Illustrator / Video editing would be an advantage.
- Excellent interpersonal and communication skills.
- Good command of both spoken and written Chinese & English.
- Willing to work on shift and public holidays.
- Working location at Sai Wan Ho.
- Required to conduct the Sexual Conviction Record Check due to work nature.



有意應徵者，請詳列履歷及要求待遇
電郵至劉先生 joey.lau@yo.org.hk

- ※ 本會將要求獲聘人士進行性罪行定罪紀錄查核
- ※ 申請人所提供的資料將予保密及只作招聘有關職位用途
- ※ 本會為員工提供完善福利，福利包括門診醫療津貼、額外僱主強積金供款及進修資助 / 培訓假期、年假、生日假、節日上班額外津貼等