



The Hong Kong Girl Guides Association

Assistant Officer / Officer – Corporate Communications & Fundraising

Responsibilities:

- Assist in implementing branding, communications and fundraising initiatives.
- Handle copywriting and translation of newsletters, press releases, social content, presentations, annual report, website, etc.
- Develop Chinese and/ or English people stories to elevate brand awareness and engagement. Leverage multimedia storytelling techniques when appropriate.
- Coordinate internally and externally, playing a key role in operational planning and execution of the Association's corporate and fundraising events, e.g. Raffle Ticket Sales, Flag Day, Annual Dinner, etc.
- Assist in coordinating with vendors in the management of corporate photography and videography, as well as the production of corporate collaterals.
- Assist in the planning and execution of the Association's 110th Anniversary celebrations in 2026.

Requirements:

- University graduate or above, preferably major in Public Relations, Marketing, Journalism, or related discipline.
- A strong team player who is mature, organised, attention to details and self-driven.
- Strong PR sense with excellent written and spoken English and Chinese. The ability to write professional business correspondence is essential.
- Proficient in MS Excel, Word & PowerPoint. Chinese word processing is essential.
- Familiar with web design & production, video editing and desktop design & publishing will be advantageous.
- Skillful in photography and videography for social media usage is a plus.
- Fresh graduates are welcome to apply. Candidates with 2 years of relevant experience will be considered for the post of Officer.

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.)