



# The Hong Kong Girl Guides Association

## **Fundraising Assistant**

### **Responsibilities:**

- Provide support in all aspects of fundraising events, from pre-event preparations to execution to post-event evaluation.
- Handle daily administrative work such as drafting letters, emails, reports and presentations, as well as managing database.
- Coordinate with donors, sponsors, suppliers and other counterparties to ensure smooth logistics of events.
- Assist in copywriting to support corporate branding & communications objectives.
- Handle enquiries.

### **Requirements:**

- Diploma or above. Candidates with 1-year relevant experience in Fundraising, Event Management, Corporate Communications or Marketing preferred.
- Good communications and social skills.
- Organised, attention to details and self-driven.
- Proficient in written English and Chinese.
- Proficient in computer applications including MS Excel, Word & PowerPoint.
- Immediate availability is preferred.
- Fresh graduates will also be considered.

Salary will be commensurate with experience and qualifications.

Please send résumé and expected salary to [hr@hkqga.org.hk](mailto:hr@hkqga.org.hk).

***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.)***