



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3rd in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is currently looking for a high caliber candidate to join our External Affairs Team.

COMMUNITY OUTREACH COORDINATOR (PART-TIME)

Responsibilities:

- Report to the Community Outreach Manager;
- Assist in planning and developing community and student outreach strategies
- Assist in organizing and implementing outreach programs
- Recruit and maintain good relationship with community partners and schools
- Organize and handle heritage tours/workshops
- Other ad-hoc duties as assigned

Requirements:

- A bachelor's degree from a recognized university;
- Minimum 5 years' relevant experience preferably from Community Outreach/NGO/Heritage and understand the school system would be an advantage;
- Dynamic personality, can-do attitude and flexible;
- Passion in community engagement and outreach;
- Ability to work independently, multi-task in a fast paced and dynamic environment; mature and good team player with an eye for detail,
- Excellent communication and interpersonal skills ;
- Proficiency in MS Office, including Word, Excel and PowerPoint;
- Excellent written and verbal communication in English and Chinese, fluency in Mandarin an advantage; and
- Flexible working schedule, may be required to work on Saturday or Sunday.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to hrhk@asiasociety.org .

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.