



亞洲協會香港中心

## ASSISTANT MEMBERSHIP AND DEVELOPMENT OFFICER (CONTRACT)

Asia Society Hong Kong Center (ASHK), established in 1990 by a group of local community leaders as an affiliate of Asia Society, is an independent non-governmental educational organization with the mission to navigate shared futures for Asia and the world in the fields of arts and culture, business and policy. [Find out more about who we are.](#)

We are looking for an Assistant Officer to support the Membership and Development team in a variety of areas, including fundraising campaigns, events and membership registration.

### Responsibilities:

- Report to the Head of Membership and Development
- Maintain membership and development databases, ensuring all records are current and accurate
- Prepare periodic reports
- Work with team members to maximize membership and development opportunities, provide support for the implementation of fundraising campaigns and special events
- Promote membership programs to interested individuals and organizations
- Handle membership enquiries and complaints, provide customer service and support to members, • Manage registration of new members and renewals
- Coordinate membership and development events
- Design and develop marketing collateral for promotion and events
- Assist in researching and preparing sponsorship proposals for programs and exhibitions
- Other ad-hoc duties as assigned

### Requirements:

- A Bachelor's degree from a recognized university, with min. 2 years relevant experience preferred
- Excellent communication skills in English and Chinese, fluency in Mandarin a plus
- A customer oriented, dynamic personality with a can-do attitude
- Team player with an eye for detail, and an ability to multi-task in a fast paced, dynamic environment
- A self-starter who possesses strong problem-solving skills, and can work under pressure
- Flexibility regarding schedule, as many programs are held in the evenings or on weekends
- Proficiency in MS Office, Chinese Word, and Photoshop; experience in database operation and data management

Interested parties, please apply by sending your CV and available start date to [hrhk@asiasociety.org.hk](mailto:hrhk@asiasociety.org.hk).