



亞洲協會香港中心

## COMMUNICATIONS OFFICER

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 a motivated, creative and passionate Communications Officer to assist the Communications team. The Communications Officer will provide support in digital media and media.

### Responsibilities:

- Report to Head of Communications;
- Manage and update the website regularly;
- Compile e-marketing materials, including newsletters;
- Manage social media accounts, including crafting posts and creating graphics;
- Film and edit videos for various initiatives;
- Help with various media outreach efforts;
- Assist with daily media monitoring;
- Translate materials for website, social media, media and other initiatives;
- Support the running of program broadcasts;
- Assist with ad hoc projects and other tasks, as needed.

### Requirements:

- University degree in Communications, Marketing, Journalism or related disciplines;
- 2 years' relevant experience in communications, marketing and/or public relations; fresh university graduate will also be considered;
- Excellent communication skills in English and Chinese (Cantonese and Mandarin);
- Knowledge and experience in website management, social media and/or media
- Good video production skills, including filming and editing;
- Proficiency in Microsoft Office, Chinese Word, Adobe Creative Cloud, and Canva
- Knowledge and experience in HTML a plus;
- Team player with an eye for detail and ability to multi-task, work independently and under pressure in a fast paced, dynamic environment;
- Can-do attitude, proactive, creative and willing to learn;
- Good organizational and administration skills;



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Attractive remuneration package commensurate with qualifications and experience will be offered. Interested parties, please apply with resume and 1-page cover letter, detailing your experience and skills as well as stating expected salary and date of availability to [hrhk@asiasociety.org.hk](mailto:hrhk@asiasociety.org.hk).

All personal data collected will be used for recruitment purposes only. Applicants not hearing from us within 2 months may consider their application unsuccessful. All personal data will be destroyed within 6 months.