



## Assistant Officer (Communications)

Job ref no: FRC/2505/018

### Job Responsibilities:

- Assist in the organization of fundraising activities and other agency events;
- Conduct marketing research and analysis;
- Manage various communications and media matters, including social media, EDM, website, publicity materials, draft speeches, press releases, promotional articles, handling media enquiry, etc.;
- Liaise and co-ordinate with contractors and different stakeholders in daily work;
- Perform any other duties as assigned by the Manager.

### Job Requirements:

- A recognized university degree or equivalent with at least 1 year of experience in Event Management, Fundraising, Public Relations, Corporate Communications or related fields;
- Good command of written and spoken English and Chinese, fluency in Putonghua is an advantage;
- Knowledge in video production, digital marketing, web analytics and content management is an advantage;
- Proficiency in MS Office (including Word, Excel and PowerPoint) and Chinese word processing is a must;
- Cooperative team player with good interpersonal and communication skills;
- Experience working in public organization or NGO is an advantage.

有意應徵者，請詳列履歷及要求待遇

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