



Mighty Oaks Foundation (www.mighty-oaks.org) is an NGO dedicated to improving the lives of elders and youth through intergenerational collaboration and programmes, for the benefit of all. Our vision is to create age friendly communities by connecting elder facilities with nearby schools. Our flagship programme, ACE Academy (Anchor Community with Elders), provides regular intergenerational programmes focusing on relationship building. These programmes enhance the well-being and sense of purpose for both elders and youth. Through participation in these programmes, youth learn to understand, respect, and value the contributions of the elderly to society.

Since 2017, Mighty Oaks has partnered with 124 elder facilities and 70 schools for various intergenerational programmes, serving close to 51,000 elders and 22,000 students.

Position

Programme Manager

Reporting to

Head of Programmes

Job Description

Role

Oversight, implementation and growth of programmes under ACE Academy.

Key Responsibilities

- Responsible for implementation or initiation of programmes under ACE Academy, with a focus on i) engaging elders and students through creative activities; ii) enabling students and elders to participate in or lead purposeful, mutually beneficial intergenerational activities; and iii) connecting schools with nearby elder facilities for long-term collaboration
- Provide strategic support for programmes, including designing learning and teaching tools, managing budgets and resources, and preparing documentation and reports for donors and other stakeholders



- Liaise and coordinate with corporate partners, training partners, NGOs, schools, service providers, programme participants and volunteers to ensure the smooth running, output quality and impact of the ACE Academy programmes.
- Develop and enhance the impact of Mighty Oaks' programmes by nurturing and building capacity in partners and volunteers and promoting our programmes through Mighty Oaks or other channels to stakeholders and potential partners
- Assist with fundraising events and other initiatives alongside other staff members and volunteers
- Provide support to the Mighty Oaks Team as required

Qualifications & Experience

- Bachelor's degree
- Experience working in a non-profit, elder services, or education organization is preferable
- At least five years of experience in program management or a similar discipline
- Strong leadership skills, dynamic, analytical, prudent, decisive, and cooperative
- Fluency in spoken and written English and Cantonese (fluency in Mandarin is an advantage)
- Excellent communication and interpersonal skills
- Strong sense of responsibility, attention to detail, and ability to work independently and under pressure
- A good team player who can multitask
- Good IT skills, social media strategy, and experience with Photoshop and video editing would be an advantage

Benefits

Benefits include medical insurance, Mandatory Provident Fund (MPF) and annual leave.

To apply

Interested parties please apply with their CV and expected salary to “ace@mighty-oaks.org” by 31 Dec 2023 (early application is encouraged)