



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 engagement focused on relationship building. These programmes enhance the well-being and sense of purpose for both elders and youth. Youth also learn to understand, respect, and value the contributions of elders 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

Programmes Officer

Reporting to

Programmes Manager

Job Description

Role

Assist with planning, implementing and managing intergenerational programmes, coordinating stakeholders' engagement activities and maintaining social media platforms.

Responsibilities

- Work closely with Programmes Manager to maintain relationships with key stakeholders, fostering collaboration, support and engagement
- Assist in coordinating stakeholder engagement activities, including networking luncheons, community events / activities, donor and volunteer engagement activities, to facilitate partnership/stakeholder development and engagement
- Support and execute Mighty Oaks' events, such as exhibitions, award ceremonies, closing ceremonies for intergenerational programmes
- Provide assistance with Mighty Oaks' fundraising events
- Support and enhance the marketing and promotion of Mighty Oaks and its programmes, events and social media platforms
- Assist in the preparation, design and production of event, marketing and communication materials and content





- Assist with graphic design and video editing tasks
- Provide assistance in administrative tasks, such as drafting presentation decks and reports, evaluation analysis, documentation and filing etc

Qualifications & Experience

- Bachelor's degree in a relevant field (e.g., Marketing & Public Relations, Non-profit Management, Art Administration or Business Administration)
- Preferably, 1-2 years of prior experience, assisting in event management, stakeholder engagement, marketing, public relationships and social media
- Experience in developing and maintaining partnerships with various stakeholders
- Familiarity with art programmes and community engagement initiatives is an advantage
- Excellent communication and interpersonal skills to build relationships and engage with stakeholders
- Strong sense of responsibility, attention to detail, and ability to work independently and under pressure
- Fluency in spoken and written English and Cantonese (fluency in Mandarin is an advantage)
- 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, expected salary and availability to ace@mighty-oaks.org by 15 March 2024 (early application is encouraged).

If you do not hear from us within eight weeks after the closing date, you may assume that your application was unsuccessful.