



Mighty Oaks Foundation (www.mighty-oaks.org) is an NGO dedicated to bring old and young together for mutual joy and learning. Our goal is to create an age-friendly society by enriching community life through meaningful intergenerational engagement. We build connections between elder facilities and nearby schools for the long term, where old and young can develop friendships and flourish together.

Since 2017, Mighty Oaks has partnered with 124 elder facilities and 70 schools for various intergenerational programmes, serving close to 52,000 elders and 24,000 students.

Position

Assistant Manager (Development and Events)

Reporting to

Manager (Development and Events)

Job Description

Working closely with the Manager, assist in planning, implementing and managing brand and programmes enhancement activities and events, including fundraising events, coordinating engagement with stakeholders and maintaining Mighty Oaks' social media platforms.

Key Responsibilities

- Events planning and execution (including fundraising events), working closely with the Programmes Team
- Maintain relationships with key stakeholders, fostering collaboration, support and engagement
- Planning and executing stakeholder engagement activities, including networking with partners, community events / activities, and managing donor and volunteer engagement initiatives to strengthen partnerships and facilitate stakeholder development
- Marketing and promotion of Mighty Oaks and its programmes, events, social media platforms and website
- Preparation, design and production of event, marketing and communication materials and content
- Graphic design and video editing tasks





- Administrative tasks, such as drafting presentation decks and reports, evaluation analysis, documentation and filing etc
- Provide support to the Mighty Oaks Team as required

Qualifications & Experience

- Bachelor's degree in a relevant field (e.g., Marketing & Public Relations, Non-profit Management, Art Administration or Business Administration)
- Minimum three years experience in events management, stakeholder engagement, marketing and managing social media platforms
- 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
- Fluent 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 is 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 16 August 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.