



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

Officer (Programmes)

Reporting to

Assistant Manager (Programmes)

Job Description

Role

Assist with planning, implementing, managing and promoting intergenerational programmes, provide on-site support in stakeholders' engagement activities and administrative support such as documentation and data analysis.

Responsibilities

- Work closely with Assistant Manager (Programmes) and the team, assisting in the development and implementation of intergenerational programmes and events
- Assist in liaising and coordination with external stakeholders for the smooth running of Mighty Oaks' programmes and events
- Assist in the planning and execution of Mighty Oaks' programmes and provide onsite support at intergenerational events, such as classes, elder facilities visits, exhibitions etc.
- 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





- Provide assistance in administrative tasks, such as drafting of proposals and reports, evaluation analysis, documentation and filing etc.

Qualifications & Experience

- Bachelor's degree in a relevant field (e.g., Social Science, Humanities, Journalism , Non-profit Management, Art Administration or Business Administration)
- Working experience in non-profit, elder services or education organisation would be an advantage
- A good team player and quick learner
- 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/AI/Canva 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 2 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.