



Recruitment of Contract Post

Senior Brand and Communications Officer (Wan Chai)

- To assist in the formulation, implementation and review of brand building, corporate communications, complaint, data protection and fundraising policies and ensure their overall efficiency and effectiveness;
- To liaise with internal and external stakeholders in the planning and implementation of corporate events (including AGM), activities and programmes for promoting agency's reputation and fund raising;
- To steer and monitor the development of corporate publicity materials and publications including books, pamphlets, website promotion, etc.;
- To maintain regular contact and build positive relationship with existing / potential funders and donors and to monitor constructive media relations and liaise with the appropriate personnel with regard to media enquiries; and
- To provide executive and secretarial support to Committees/ Task Forces/ Working Groups, and handle ad hoc projects/ tasks as assigned.

Incumbent Requirements

- Bachelor's degree holder, preferably in corporate communications, public relations, publicity or related disciplines;
- At least 3 years of relevant working experience in corporate communications, community relations / managing internal communications and event management, preferably with Foundations or NGO experience;
- Good interpersonal and communication skills in both written and spoken English and Chinese (Cantonese and Putonghua);
- A good team player with strong sense of responsibility, proactive, detail-minded, capable for multi-tasking and meeting tight deadlines; and
- Proficiency in PC skills including MS Word, Excel, PowerPoint, Chinese word processing, online marketing. Video-editing skill and CRM knowledge is a strong plus.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sidebyside.org.hk.



(All information provided will be kept as confidential & only be used for recruitment related purposes)