

Recruitment of Contract Post

Senior Brand and Communications Officer (Wai Chai) (Ref : SBCO/BCD)

The Senior Brand and Communications Officer (SBCO) assists the Brand & Communications Manager (BCM) in overall planning, organisation, and direction of the branding and communications strategies, corporate publicity, promotion and fundraising of the agency so as to enhance the corporate image and promote positive and effective communication with different stakeholders.

Key Responsibilities:

- Assist in overseeing and ensuring quality assurance system of the services of the Division.
- Assist BCM in formulating strategic directions for brand building, planning and development of the Division
- Steer the team to implement and execute the activities, events and tasks of the Division to meet the deliverables with the support of BCM
- Meet performance pledges to internal and external stakeholders.
- Ensure timely, accurate and informative reports to CE, concerned Committees/ advisory team, funders & regulators.
- Support BCM in managing the division's operation.

Requirements:

- Bachelor degree holder in preferably 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
- Experience in fund raising and writing proposal to solicit funding; leading team would be an advantage.
- Good bilingual translation capabilities.
- Pleasant, proactive, self-motivated, responsible, with excellent interpersonal and communication abilities.
- A good team player and able to work in collaboration with others to deliver results.
- Able to work independently, under pressure and to multi-task.
- Proficiency in PC skills such as MS Word, Excel, PowerPoint, Chinese word processing.

Appointment will be made on contract term with staff benefits including training subsidies and 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)