



ASSITANT PROGRAM MANAGER

The Assistant Program Manager is a full-time permanent position who will take initiative to make contributions to the curriculum development, execution, and impact measurement of programs for children from low-resourced families.

The Assistant Program Manager is expected to

- Plan, organize, and implement Kids4Kids programs to meet the vision and mission objectives of the organization;
- Take charge of program rollouts, budget planning, and post-event impact assessment;
- Support in grant applications and reporting, and maintain good rapport with our funders and sponsors;
- Manage volunteer recruitment and provide support for volunteer leaders and conduct training for new volunteers;
- Work closely with the team to ensure the programs are delivered in a timely and professional manner;
- Assist in the planning and execution of special events;
- Coordinate communications content (e.g. social media, monthly newsletter, website content).

If you also have experience with:

- Investigative journalism, copywriting, and English-Chinese translation skills
- Video editing and storytelling
- Data visualization, statistics, and impact reporting is a big plus. Please highlight it in your application.

If you are:

- Passionate about working in NGO and enjoy working with students
- A degree holder with a minimum of 3 years of relevant work experience, preferably in NGOs / education sector (candidates with less experience will be considered for the Program Officer post);;
- Proficient in written and spoken English and Chinese;
- Experienced in event management, program coordination, and leading student groups;

Kids4Kids Limited 童協基金會有限公司

16A, Tak Lee Commercial Building, 113-117 Wanchai Road, Wanchai, Hong Kong 香港灣仔灣仔道113-117號得利商業大廈16樓A室



+(852) 3618 6810



+(852) 3568 4880



info@kids4kids.org.hk



www.kids4kids.org.hk



- Experienced in working with primary and secondary students, and volunteers;
- Proficient in PC skills, including MS Word, Excel, PowerPoint, Chinese wordprocessing;
- Self-motivated, hard-working, and proactive with strong interpersonal skills;
- A team player who is able to work in a fast-paced environment.

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