



Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

Assistant Service Development Officer 助理事工發展主任

Ref: *ASVCDOIMAS/12/24*

Responsibilities:

- Develop and execute international and mainland services in Hong Kong, Mainland China and overseas;
- Liaise with local, mainland and overseas partners for service development;
- Handle the administrative and logistic arrangements of outbound and inbound visits;
- Work with internal service units to support the launch of association-wide programmes;
- Responsible for office administrative work and social media management.

Requirements:

- Self-initiated, independent, positive, responsible, a team player with strong interpersonal and communication skills;
- A recognised university degree;
- Level 2 in 5 subjects in HKDSE, including English Language and Chinese Language, OR minimum 5 passes in HKCEE, including English Language and Chinese Language, or equivalent;
- Good computer literacy with excellent command of spoken and written Chinese and English (including Putonghua), possessing other language abilities and / or Tour Escort Licence issued by the Travel Industry Authority (TIA) will be an advantage;
- Able to undertake travel schedules;
- 5-day work (44 hours per week);
- Work location: Mong Kok

Monthly salary will be starting at \$22,145 (MPS Pt. 7), commensurate with years of relevant experience.

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, birthday leave, paid sick leave, marriage leave, compassionate leave, maternity / paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to recruit@ymca.org.hk **on or before 2nd January, 2025.**