

## Communications and Events Assistant

Mind HK is a fast-paced, quick-growing mental health charity with a vision to ensure that no one faces a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a Communications and Events Assistant to assist and coordinate Mind HK's communications and events work. The role will be responsible for supporting the communications team by creating and delivering engaging visual and written promotional materials, managing media platforms, including social media, websites, online channels and printed media, and coordinating the planning and execution of large-scale events. This is an excellent opportunity to work with a passionate Communications and Events team seeking to improve the mental health of the Hong Kong population. You will report to the Communications and Events Assistant Manager and work closely with other team members.

### Core Responsibilities:

- Assist in creating promotional materials, including but not limited to social media content, press releases, and other content.
- Support the development and implementation of communications plans and schedules.
- Support the planning and execution of communication strategies for large and small-scale conferences and events.
- Coordinate event and travel logistics, including venue sourcing, booking, vendor procurement, and on-site support.
- Provide general assistance to the Communications and Events team on various tasks.
- May be required to attend and support events outside of office hours when necessary. Any overtime (OT) hours worked will be recorded and compensated through Time Off In Lieu (TOIL), provided that prior approval has been obtained.
- Any other ad hoc duties assigned by the organisation.

### Key Qualities and Skills:

- A bachelor's degree in communications, public relations, journalism, public health, psychology, or a related field is preferred.
- At least 1-2 years of experience in a communications or events-related role will be an advantage, fresh graduate is also considered
- **Strong experience in Canva, Adobe Illustrator, and Photoshop is highly advantageous.**
- Basic video editing and photography skills are a plus.
- Good visual storytelling and branding skills with a proven ability to create engaging, cohesive written and visual materials for digital and print platforms are preferred
- Experience in planning and executing events, such as logistics, vendor coordination, and on-site management.
- Detail-oriented and highly organised, able to manage multiple tasks and meet deadlines.
- Excellent written and verbal communication skills in both English and Cantonese.
- Passionate about promoting mental health initiatives and events in Hong Kong.

- Ability to develop and execute effective communications plans and work collaboratively as part of a team.
- Prior experience in an NGO, PR agency, start-up, or event management setting is advantageous.
- Immediate availability is highly preferable.

**Terms:**

Full Time (5 days per week); one year contract, renewal subject to review at contract end.

**Salary and Benefits:**

The starting salary for this position is between HK \$16,839 to HK \$ 20,004 per month depending on experience and competencies, based on our internal point system. Annual salary increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, including up to 2 days of study leave and access to various training and well-being programs throughout the year.
- Additional support through regular check-ins with clinical staff and staff well-being activities.

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

**Application:**

To apply for this position, please email [hr@mind.org.hk](mailto:hr@mind.org.hk) with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Both Cantonese and Mandarin) and English.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.