



香港導盲犬協會

Hong Kong Guide Dogs Association

The HONG KONG GUIDE DOGS ASSOCIATION IS LOOKING FOR Communication and Fundraising Officer

Job description

- Support planning and coordination of communication and promotion; media outreach; promotional events and programs;
- Support the development of contents for promotional channels including but not restricted to website, newsletter and social media;
- Assist external liaising and follow ups with vendors and donors;
- Consolidate communication and promotional materials such as news clippings and others;
- Assist volunteer recruitment and engagement activities;
- Update and maintain donor, vendor and volunteer databases;
- Answer general enquiries and ad-hoc donations enquiries

Requirements

- Experience working in public relations/communications/fundraising/NGO fields preferred;
- Good communication and writing skills (English and Chinese);
- Well-organized, able to work with deadlines;
- An analytical mind with attention to detail;
- Outgoing and confident

Interested candidates please submit copies of both Chinese and English resume and expected salary to admin@guidedogs.org.hk on or before March 15, 2019

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匯豐銀行 HSBC: 848-278834-001

東亞銀行 The Bank of East Asia: 514-40-403-999-3

支票抬頭: 香港導盲犬協會有限公司

CHEQUES Payable to: Hong Kong Guide Dogs Association Limited

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