

Project Assistant (holding a functional title of Community Engagement Assistant) (Ref: 2400512)
Department of Early Childhood Education

The appointee will be responsible for providing support to the engagement with local community and mainland China for the Department of Early Childhood Education.

He/She will be responsible for executing tactics to promote engagement activities; producing compelling content in written, visual and video formats for the use in multiple communication channels, including websites and social media platforms; coordinating, conducting and reporting tasks for the engagement activities, including programme information talks and taster activities; coordinating, conducting and reporting tasks for the promotional activities, including MTR outdoor ads, social media ads and in-campus promotion; organizing seminars and events, including online ECE forum series, annual local conferences, student study tours; and providing administrative support to the team and handling ad-hoc tasks as assigned by the supervisor.

Applicants should have a bachelor's degree in early childhood education or a related discipline, preferably with several years of post-qualification full-time work experience in either aspect of administration, marketing or community engagement. Sound knowledge about the industry of early childhood education (Candidate with work experiences in kindergarten is preferred). Applicants should also be highly proficiency in English and Chinese, with strong communication, writing, and editing skills; be proactive, innovative, and able to work under pressure. The initial appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **11 June 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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