

PRODUCE GREEN FOUNDTION

Produce Green Foundation, a registered non-profit charitable organisation, was established in 1988 by a group of local enthusiasts concerned about modern farming and the environment. We set up the first educational organic farm in Hong Kong at Hok Tau, Fanling. We promote organic farming and greener lifestyles so that they become part of a sustainable culture of humankind. We are now looking for suitable candidates for the following positions to pursuit our mission:

(1) Development Officer

Responsibilities

- Develop income funding in general and achieve financial self-sufficiency and financial security.
- Develop, organize and implement fundraising and sponsorship strategies and projects for individuals, corporate, foundations and institutions.
- Plan and execute marketing and communication projects to increase public awareness and donations
- Develop and enhance relationships with media to ensure maximum and appropriate coverage for the promotion of the organisation and its work
- Prepare fundraising proposal, reports, budgets and communication materials
- Manage the development and maintenance of the website in order to raise funds and to inform and engage the public
- Prepare English and Chinese copywriting for marketing and communications materials, such as web contents, press release, fundraising appeals, brochure and etc.
- Ensure all publications and communication materials of the organization are agreed upon for textual and visual constancy.
- Monitor and improve donor database and to ensure maximum efficiency of donor services and satisfaction
- Plan and implement exhibitions and events
- Organize and manage volunteer issues
- Manage and motivate team members, produce and control annual departmental budget of income and expenditure

Requirement

- Degree holder in Communications, Marketing or related disciplines
- Considerable experience in communication, marketing fields, fundraising, and/or public relations, or equivalent, previous experience with NGO is

advantage

- Excellent planning skills with ability to carry out different tasks simultaneously and prioritise time and resources accordingly
- Creative, innovative and analytical skills to identify and respond quickly to new opportunities
- Strong initiative, mature, committed to work and have a strong sense of responsibility
- Strong interpersonal and team-building techniques
- Excellent proficiency in written and spoken English and Chinese (Cantonese and Putonghua)
- Proficient computer and internet knowledge, as well as database analysis
- Commitment to the mission of the organisation
- 5 working days including Sat/Sun & public holidays
- Immediately available is preferred

(2) Assistant Farm Officer

Responsibility

- Assist the operation of an organic farm and also the construction and landscaping works; need to help with the education activities and the selling of produce as well.

Requirements

- F.5 or above
- Minimum 2 years working experience, experience in farming is an advantage.
- Mature, willing to work overtime and able to work outdoor.
- Knowledge in computer operation (i.e. Word, Excel), accurate typing skill (Chinese and English)
- Putonghua and English are preferable.
- 5-day workweek, including weekends and public holidays.

職務：

- 協助處理有機農場內日常業務，包括：田務工作、維修建設、教育活動、產品銷售等。

入職條件：

- 中五程度或以上
- 2 年工作經驗，有相關工作經驗者優先
- 處事成熟，不介意加班及需戶外工作
- 需操作電腦、懂得使用一般文書系統及中／英輸入
- 能聽講普通話及英文者為佳
- 每週工作 5 天，包括星期六、日及公眾假期

How to Apply

Interested parties please send application letter and full resume with current and expected salary to: Administration Officer, 18, Hok Tau Village, Fanling, N.T., or email to: ivorykam1@producegreen.org.hk. (Personal data collected will be used for recruitment purpose only)