

PRODUCE GREEN FOUNDTION

Job description

Assistant Development Officer

Responsibilities

- Provide administrative and logistic support to the development team while participating in all development activities including donor and public relations events, exhibitions, and others
- Provide support services for the solicitation of donations, including effective enquiry handling and donation processing
- Continually update and correct database records
- Coordinate and participate in the productions and distribution of all fundraising, promotion and communication materials, including quarterlies, bi-monthly e-newsletters, promotion mails and etc.
- Maintain and update website, facebook and other internet resources
- Assist in the handling of media and public relation materials
- Keep proper records and generate reports
- Perform other duties as assigned by the head of the team from time to time

Requirements

- F.5 or above with 2 years relevant working experience, NGO experience preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access), Photoshop & Dreamweaver (i.e. html code), database knowledge and skills on different internet resources (webpage, facebook and E-marketing etc.) are essential
- Strong verbal and written communications skills
- Must work well with others and work independently with little supervision
- Self-motivated, well-organized, hardworking and meticulous
- Strong initiative, mature, committed to work and have a strong sense of responsibility
- Commitment to the mission of the organization
- 5 working days including Sat/Sun & public holidays
- Immediately available is preferred

How to Apply

Please refer to our web page (www.producegreen.org.hk) for more information about our organization. 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: recruitment201111@producegreen.org.hk (Personal data collected will be used for recruitment purpose only)

17 July 2012