

## **Project Change Job Ad: Project Officer**

### **Job Title:** Project Officer

Project Change ([www.projectchange.hk](http://www.projectchange.hk)) is a Hong Kong-based non-profit initiative launched by Citizen Action Design Limited, a Section 88-registered charitable organisation, that supports young people arrested during the 2019 protests through psychological counselling, value-neutral legal referral support, and a comprehensive reintegration program. We are strictly apolitical and do not align ourselves with any political parties or ideologies.

We are seeking a highly motivated and skilled Project Officer to join our team. The successful candidate will report to the Program Director and play an integral role in supporting the Project team in managing and coordinating a range of projects from initiation to completion.

As a start-up and dynamic boutique NGO, we value creativity and encourage our team members to bring new ideas to the table. You will be working alongside a talented team of professionals who share a passion for social impact and making the impossible possible. You will also be given the opportunity to work on a variety of projects and take on responsibilities that will help you develop your skills and advance your career.

Whether you are a fresh graduate or have worked for a few years, this role will provide you with an unparalleled opportunity to gain hands-on experience, become versatile, build a diverse network, and create positive impact on our society.

### **Key Responsibilities:**

- Support project planning, including project plans, timelines, budgets and progress reports.
- Monitor project progress and report on progress.
- Conduct research and analysis to support project activities.
- Coordinate project activities, including meetings, workshops, and presentations.
- Provide administrative support to the team, including scheduling meetings, preparing agendas and taking minutes.
- Engage internal and external stakeholders.
- Ad hoc assignments as the situation requires.

### **Requirements:**

- Bachelor's degree in a relevant field such as Business Administration, Management, Psychology, Social Science, or any related disciplines;
- Prior experience is preferable but not a prerequisite;
- Passionate about tackling social issues;
- Good spoken and written English and Chinese;
- Excellent communication and interpersonal skills, enjoy working with people;
- Strong analytical, problem-solving and decision-making skills;
- Ability to work both independently and as part of a team;
- Willing to learn and experiment; and,
- Ability to work under pressure and tight deadlines.

Salary, job title and exact job descriptions are negotiable, subject to the candidate's competence, capacity and experience

If you are a young professional looking for a challenging and rewarding adventure and aspiring to make a lasting contribution to our city's most pressing challenge, please apply today!

Interested candidates should email their CVs, a cover letter and their salary expectations to [careers@projectchange.hk](mailto:careers@projectchange.hk).