

Project Leader

GoodCommunity

Project

12-month contract



Crossroads Foundation is seeking a dynamic, experienced Project Manager / Social Worker with good NGO connections to lead the 3rd year of the "Good Community Project" (sponsored by the Hong Kong Club Foundation) from November 2024 on a 12-month contract.

Responsibilities

Run GoodCommunity Distribution Events:

- Establish and develop relationships with NGOs and charities around HK
- Work with partners to identify priority needs that can be met with our available goods
- Co-ordinate with partners, volunteers & other stakeholders to conduct the distribution events

Coordinating donations offered from donors directly with potential recipients (powered by "GoodCity" mobile apps and other channels):

- Work with various departments within Crossroads to support and increase transactions through the service

Growing the network of local organisations using Crossroads' various services:

- Attend and build connections with potential partner NGOs at relevant events and conferences
- Organise and run introduction sessions for other charity's staff and social workers
- Develop and disseminate promotional and instructional materials
- Support ongoing relationship development among new and existing users

General Responsibilities:

- Project planning and co-ordination with input from various departments within Crossroads' Global Distribution division
- Support Hong Kong Distribution (HKD) department's operations and identify opportunities for new partnerships with other NGOs
- Develop standardised procedures and training to empower long-term operations integration into HKD
- Gather feedback, maintain records and update progress reports
- Manage sponsor relationship

Qualifications / Attributes

- Project manager / social worker / social work consultant with at least 3 years' experience in Hong Kong
- Well-connected within the social work scene in Hong Kong
- Self-motivated and good at taking initiatives
- Physically fit for handling goods for distribution
- Ability to lead a team of volunteers occasionally
- Effective communicator in both Cantonese and English
- Good PR Skills – a strong networker, promoter and product evangelist
- Excellent organisation skills, able to manage and respond to multiple projects
- Comfortable learning and using technology tools/apps
- Passion and empathy to serve the poor (building our team culture, not taxing it)

Details

Full-time – 12-month contract | \$35-40K/month (based on experience)

So Kwun Wat area | Tuesday – Saturday work week

Ideal starting date: Q4 2024 | Apply at <https://www.crossroads.org.hk/job-application> (Deadline Monday 14/10/2024)