



Alongside Limited

Office 22, 1/F Eaton House, Eaton HK, 380 Nathan Road, Yau Ma Tei, Hong Kong
T: 9777 8046 | E: info@walkalongside.org
www.walkalongside.org

Job Title: Project Officer (Full-time / Part-time)
Location: Hong Kong

About Us:

Alongside Limited is a social enterprise dedicated to supporting the LGBTQIA+ community with compassionate end-of-life services. Our mission centers on providing autonomy-focused guidance, including public education, advance planning and bereavement support, with empathy and sensitivity towards LGBTQIA+ issues.

Position Overview:

The Project Officer will be instrumental in organizing and supporting events, including workshops, seminars, conferences, and simulation courses. This role requires hands-on event management, promotion, and coordination skills, with a focus on smooth operations and engaging participant experiences.

Job Description:

1. Assist in planning and organizing events, workshops, seminars, conferences, and simulation courses.
2. Promote events across digital platforms and social media channels.
3. Provide logistical support, including venue setup and equipment arrangement.
4. Coordinate with speakers, trainers, and participants to ensure effective communication and scheduling.
5. Engage and supervise volunteers to support event activities.
6. Conduct post-event evaluations and gather feedback to enhance future events.
7. Maintain accurate event records and documentation.
8. Support the team with additional administrative tasks as required.

Core Requirements:

1. Bachelor's degree, preferably in a related field (e.g., Event Management, Marketing, Communications).
2. Excellent organizational and time management skills.
3. Strong communication and interpersonal abilities.
4. Experience with digital marketing and social media promotion.
5. Ability to handle multiple tasks and meet deadlines efficiently.
6. Skilled in copywriting in both English and Chinese.
7. Fluent in Cantonese and English.

Preferred Requirements:

1. Prior experience in event planning and execution.
2. Strong problem-solving skills and attention to detail.
3. Experience with graphic design tools (e.g., Canva, Adobe Creative Suite).
4. Familiarity with logistics and venue setup.
5. Ability to work independently and collaboratively in a team setting.

What We Offer:

1. A meaningful role within a supportive and mission-driven organization.
2. The opportunity to make a positive impact on the lives of our clients and community.
3. A collaborative work environment with opportunity for professional growth.

How to Apply:

Please send your CV and a cover letter detailing your relevant experience, availability and expected salary to hr@walkalongside.org by 14 November 2024.