



Alongside Limited

Office 13, 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: Program Manager/Coordinator (Full-time or Part-time)

Reporting Line: Reports directly to CEO

Mode of Work: Hybrid

Job Overview:

The role will be responsible for supporting the planning, execution, and evaluation of Alongside's new and existing programs. This role will also include coordinating social media activities and managing press and media contacts to increase brand awareness, community engagement, and support organizational goals. The role will work closely with different departments and external partners to ensure smooth program operations and effective communication strategies.

Job Responsibilities:

- Assist in developing and implementing program plans and timelines.
- Liaise with external partners, funders, and sponsors.
- Support the preparation of grant proposals and funding applications.
- Monitor program budgets and track expenses.
- Collect and analyze program data, prepare reports, and contribute to program evaluations.
- Provide administrative support to program staff, including scheduling meetings, taking minutes, and managing correspondence.
- Coordinate social media activities across platforms such as Instagram and LinkedIn, including scheduling posts and engaging with the audience.
- Manage press and media contacts, including drafting press releases and responding to media inquiries.
- Ensure all marketing materials and communications align with Alongside's brand identity and branding guidelines.

Qualifications and Requirements

Core Competencies (Essential):

- **Bachelor Degree:** A Bachelor's degree in a relevant field (e.g., Business, Marketing, Communications, Social Science, or a related discipline).
- **Experience in Program Coordination or Management:** Proven ability to assist in the planning, execution, and evaluation of programs. This includes developing timelines, coordinating logistics, and managing budgets.
- **Strong Organizational and Administrative Skills:** Excellent ability to manage multiple tasks, prioritize effectively, maintain detailed records, and provide administrative support.
- **Effective Communication Skills:** Clear and concise written and verbal communication, with the ability to liaise with internal staff, external partners, funders, and sponsors.
- **Social Media Coordination Experience:** Familiarity with managing social media platforms (specifically Instagram and LinkedIn) for organizational purposes, including content scheduling and audience engagement.
- **Problem-Solving Abilities:** Capacity to identify challenges and develop practical solutions in program and marketing activities.
- **Attention to Detail:** Meticulousness in managing program details, budgets, and communication content.
- **Language Proficiency:** Fluent written and spoken Chinese and English. Ability to speak Cantonese, Mandarin, and English.

Preferred Competencies (Beneficial):

- **Experience in Press and Media Relations:** Familiarity with managing press contacts, drafting press releases, and responding to media inquiries.



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- **Event Coordination Experience:** Experience in coordinating logistics for workshops, seminars, conferences, or other events.
- **Grant Writing or Funding Application Experience:** Knowledge of the process for preparing grant proposals and funding applications.
- **Data Collection and Analysis Skills:** Capability to collect, analyze, and report on program data for evaluation purposes.
- **Graphic Design or Content Creation Skills:** Ability to create visually appealing content for social media and other marketing materials.
- **Experience in the healthcare or non-profit sector:** Familiarity with the specific context and dynamics of organizations in these fields.
- **Proficiency in relevant software:** Experience with standard office productivity tools (e.g., Google Workspace, Microsoft Office) and potentially project management or social media management tools.

What We Offer:

- Flexible working hours
- Vibrant and fast-growing social enterprise: Be part of a dynamic organization making a difference.
- Make a positive impact in the community
- Exposure to a large variety of activities and activations
- Collaborative environment: Work alongside a dedicated team and external partners.
- Permanent position and full-time post available if suitable.
- Personal Growth and clear Career path available.

How to Apply:

Interested parties are invited to send their CV, applying post and expected salary to our hr@walkalongside.org, along with a cover letter indicating their preference for a part-time or full-time job by **13 June 2025**.