



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: Project Executive (Full-time)

Reporting Line: Reports to Project Manager

Mode of Work: Hybrid

Job Overview:

The Project Executive will support the planning and execution of Alongside's educational, social and cultural events like seminars, workshops, conferences, exhibitions, etc. This role also involves assisting with marketing content, graphics, website updates, and social media management. You will work closely with the team to deliver high-quality programs and experiences that foster community learning, wellbeing, and social impact.

We are now inviting applications for a **Project Executive**, a junior role ideal for fresh graduates or early-career professionals who are passionate, organised, and eager to grow in the fields of event management, marketing, and community engagement.

Job Responsibilities:

1. Event & Programme Support

- Assist in organising and delivering seminars, workshops, conferences, exhibitions, and other cultural and social events.
- Handle logistics, registration, venue setup, materials preparation, and on-site operations.
- Liaise with speakers, partners, volunteers, vendors, and participants.
- Support post-event reporting, evaluation, and documentation.

2. Marketing & Design Support

- Create simple visuals using Canva.
- Basic resizing, formatting, and preparation of promotional materials.
- Support website updates, social media posting, captions, and engagement.

3. Administration & Coordination

- Handle scheduling, documentation, and communication.
- Provide operational and back-end support for programmes.

Qualifications and Requirements

Core Competencies (Essential):

- **Bachelor Degree:** A Bachelor's degree in any discipline, Marketing / Communications preferred.
- **Effective Communication Skills:** Clear and concise written and verbal communication, with the ability to liaise with internal staff and external partners or vendors.
- **Problem-Solving Abilities:** Capacity to identify challenges and develop practical solutions in events and marketing activities.
- **Attention to Detail:** Meticulousness in managing event details and communication content.
- **Language Proficiency:** Fluent written and spoken Chinese and English. Ability to speak Cantonese, Mandarin, and English.

Preferred Competencies (Beneficial):

- **Event Coordination Experience:** Experience in coordinating logistics for workshops, seminars, conferences, or other events preferred but not essential.



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- **Social Media Coordination Experience:** Familiarity with managing social media platforms (specifically Instagram and LinkedIn) for organizational purposes, including content scheduling and audience engagement.
- **Graphic Design or Content Creation Skills:** Ability to create visually appealing content for social media and other marketing materials, with the use of Canva, Adobe Illustrator and/or Photoshop.
- **Proficiency in relevant software:** Experience with standard office productivity tools (e.g., Google Workspace, Microsoft Office), AI tools, and social media management tools.

Personal Qualities

- Optimistic, positive, and willing to take initiative.
- Commitment to non-judgmental, inclusive, and respectful service for all communities.
- Emotionally stable and open-minded, able to engage with content related to grief, loss, LGBTQ+ wellbeing, and end-of-life topics.
- Able to handle heavier workload during peak periods with team support.
- Growth mindset and willingness to develop professionally in a meaningful mission-driven organisation.
- Having a regular physical exercise habit is a plus (helps maintain resilience in emotionally demanding work).

What We Offer:

- Flexible working hours
- Vibrant and fast-growing social enterprise: Be part of a dynamic organization making a difference.
- A change to make real, meaningful impact.
- 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.
- Personal Growth and clear Career path available.

How to Apply:

Interested parties are invited to send their CV and expected salary to our hr@walkalongside.org , along with a cover letter job by **30 November 2025**.