

Job Title: Project Executive (Full-time / Part-time)

Reporting Line: Reports to Program 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. This role is ideal for a versatile professional who can balance operational logistics with creative marketing support. We are looking for an individual who is technically curious and comfortable with emerging technologies (such as VR) to enhance our community engagement 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 organizing and delivering high-quality workshops, seminars, and immersive community experiences.
- Handle end-to-end logistics, including venue setup, registration, materials preparation, and on-site operations.
- Liaise with speakers, partners, volunteers, vendors, and participants to ensure smooth execution.
- Support post-event documentation and evaluation.

2. Technical & VR Operations

- Support the deployment and maintenance of technical equipment for immersive workshops.
- Assist in the procurement and inventory management of hardware and software assets.
- Provide on-site technical troubleshooting and participant guidance during technology-enabled sessions.

3. Marketing & Content Coordination

- Create visuals and promotional materials using tools like Canva, Adobe Illustrator, or Photoshop.
- Support social media management (specifically Instagram and LinkedIn), including content scheduling and audience engagement.
- Assist with website updates and basic digital content preparation.

4. Administration & Coordination

- Handle general scheduling, documentation, and operational back-end support for all 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.



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- **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):

- **VR & Tech Experience:** Knowledge of Virtual Reality (VR) technology, including hardware handling and software setup, is a significant advantage.
- **Experience in Procurement:** Familiarity with sourcing and managing technical equipment or vendors.
- **Event Experience:** Prior experience in coordinating logistics for workshops or seminars.
- **Design Skills:** Proficiency in Canva or Adobe Creative Suite.

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 chance to make real, meaningful impact.
- Exposure to a large variety of activities and activations
- Collaborative environment: Work alongside a dedicated team and external partners.
- Full-time / Part-time option available.
- 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 **14 February 2025**.