



The Conservancy Association, founded in 1968, is one of the pioneering non-government environmental organizations in Hong Kong. Fostering sustainable development, we are dedicated to the protection of the environment, the natural and cultural heritage conservation through advocating appropriate policies, monitoring government action and promoting environmental education, taking lead in community participation.

We are looking for high caliber individuals with passions to contribute to our missions.

Senior Education Officer (1-year Contract)

Job Description:

- Perform outreach education programs to schools and different communities;
- Communicate with schools, corporates & other clients to promote environmental awareness;
- Help create, design, prepare and draft environmental education programs and educational materials, e.g. exhibition boards, website content, program outline/teaching plan;
- Perform administration and co-ordination work for the team;
- Assist the team in planning, budgeting and drafting proposals/reports for environmental education projects;
- Assist the team in performing volunteer trainings and management; &
- Support works of other teams within the association.

Job Requirements:

- Strong interest in environmental education and strong adherence to the Association's mission, vision and core values;
- Experiences in Drama-in-Education, drama performance or performing arts would be a benefit;
- A degree holder in Environmental-related, Social science or Communications discipline and 4 years (or above) of working experiences preferred (Candidates without degree or with less experience will be considered as Assistant Education Officer);
- Good communications and interpersonal skills with an expressive character preferred;
- Good command of written and oral English and Cantonese; Fluent spoken Mandarin would be a benefit;
- Project management experiences (including skills on project planning, financing, implementation and evaluation etc.) would be beneficial;
- Proficient in computer skills including MS Excel, Word, PowerPoint, Chinese word processing and Photoshop, etc.;
- Can work with a flexible, open, positive, considerate and problem-solving mindset;
- A team-playing character would be beneficial;
- Out-door work would be necessary, with feasibility to work in weekend and public holiday shifts;
- A must to fulfill legal, hygienic or any other government requirements to work in schools, owing to the job nature.

Interested parties please apply with covering letter, curriculum vitae, current and expected salary, available date and your contact particulars to **Ms. Mak: hr@cahk.org.hk** (All data collected for recruitment purpose only).