



The Conservancy Association, founded in 1968, is the longest-running non-government environmental organization in Hong Kong. We have been devoted to monitor the government and promote environmental education by advocating appropriate policies, responding to government actions and taking a lead in community participation.

We are seeking high caliber individuals who are passionate in environmental protection to fulfill our latest job vacancy

PROJECT OFFICER

Job Descriptions:

- Work with corporate, government departments & NGO partner(s) to implement programs concerning waste reduction, recycling and nature appreciation
- Handle inquiries from the general public
- Communicate with different schools and local stakeholders to execute recycling/outreach projects aiming to reduce waste and encourage recycling practices/habits
- Plan and draft proposal and budget, monitor progress & prepare reports for various projects
- Prepare and produce educational and promotional materials (e.g. exhibition boards, leaflets, Facebook / Instagram posts, website content, etc.)
- Assist members from different teams to raise the Association's image via various channels (e.g. TV appearances, interviews, live streaming, etc.)

Job Requirements:

- Strong commitment to the mission, vision and values of The Conservancy Association
- A degree holder (environmental subjects preferred) with at least one year working experience
- Excellent communication skills, patient with attention to details
- Candidates with an outgoing character, proven skills in project coordination, planning, implementation and evaluation are preferred
- Ability to work under pressure and deliver tasks in a professional manner
- Proficiency in translation, Photoshop, video editing, hosting online meetings as well as knowledge in promotion thru media platforms such as Facebook, Instagram, Twitter, etc.
- Proven written and spoken ability in English, Cantonese and Mandarin
- Outdoor/overtime work during Saturdays, Sundays and/or public holidays is necessary

Interested parties please apply via email (hr@cahk.org.hk; Attn.: Ms. June MAK) with a cover letter and curriculum vitae stating current and expected salary, available date, contact particulars, etc. All personal data to be collected is intended for recruitment purposes only.