



**The Conservancy Association**, founded in 1968, is the earliest non-government environmental organization in Hong Kong. As a champion of sustainable development, we are dedicated to the protection of the environment and the conservation of natural and cultural heritage by advocating appropriate policies, monitoring government action, promoting environmental education and taking a lead in community participation.

We are looking for high caliber individuals with passion to contribute to our environmental projects.

## **Senior Development Officer / Development Officer**

### **Job Description:**

- Develop promotional plans for the organization image and brand by managing the public & corporate communication initiatives
- Plan and manage the Association's online social network and live streaming
- Assist in organizing events
- Assist general operation and promote activities at Nam Cheong Centre
- Implement production of organization publications and marketing materials
- Liaise and communicate with the corporate partners, sponsors, individual donors, members and media
- Perform ad-hoc tasks support and shift duty on public holiday if necessary

### **Job Requirements:**

- Strong commitment to the mission, vision and values of The Conservancy Association
- Degree holder preferably in communications, marketing, public relations, journalism or related disciplines
- With 3-4 years' experience in marketing, corporate communications, documentary video, public or media relations (Candidate with less experience will be considered as Development Officer)
- Prepare brochures, websites, presentations, press releases, social media audio & visual, video, etc.
- Solid and hand on experience in Premiere, Illustrator, Photoshop, Canva, OBS system, Website and Graphic Design.
- Good command of written & oral English and Chinese (including Mandarin)
- Strong communication, negotiation and presentation skills
- Creative, outgoing, responsible, self-motivated, independent, capable of working under pressure and always ready to take initiative
- Flexible, positive attitude, cooperative and collaborative team member

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](mailto:hr@cahk.org.hk) (All data collected for recruitment purpose only).