

Recruitment of Contract Post

Ethnic Minority District Ambassador (Tsz Wan Shan & Chuk Yuen)

Key Responsibilities

- Liaise and outreach with the ethnic minorities (EMs) communities to gauge their service needs;
- Assist in providing simple interpretation and translation service to EMs to introduce the welfare services and facilitate them to fill in application forms if needed;
- Assist in providing escort services to EMs;
- Assist in preparing and conducting activities and programmes, including but not limited to those for EMs;
- Assist in the production of publicity/promotion materials in EM language(s);
- May be required to work irregular hours and on weekends and public holidays; and
- Perform any other necessary duties as assigned by the Seniors.

Requirements

- Form 3 or above with experience in ex-offender service preferred
- Be able to communicate effectively in Chinese or English, both in written and spoken forms
- Be proficient in Bahasa Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese, in written and spoken forms
- Passionate in serving non-Chinese communities, good team player, self-motivated, open-minded and responsible
- Preference will be given to those with relevant working experience in social welfare organisations and knowledge in running programmes, publicity and promotional work, receiving the public, community networking, liaison or event coordination
- The terms and conditions of employment of these posts are specified by the Funder, which will be subject to change(s) when needed

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sracp.org.hk

(All information provided will be kept as confidential & only be used for recruitment related purposes)