



香港善導會
The Society of Rehabilitation and
Crime Prevention, Hong Kong

Recruitment of Contract Post

Project Officer (Lai Chi Kok) (3 Vacancies)

Key responsibilities

- ◆ Reach and recruit disadvantaged youth, including but not limited to ex-offenders, inmates, youth-at-risk and youth with mental illness (targeted youth) to join the Programme.
- ◆ Provide career assessment, planning, coaching; and entrepreneurship training and follow up service to the targeted youth.
- ◆ Plan, conduct and host career planning and development programmes (including group, workshop and event) to the targeted youth.
- ◆ Explore and liaise with employers, trainers and other stakeholders to host and coordinate various capacity building activities and job internship / referral.
- ◆ Handle service promotion via multi-media and other administrative work.

Requirements:

- ◆ Post-secondary education, preferably in social work, social science, counselling, business or related disciplines.
- ◆ Preferred with 2 years or above working experience in social service or business or related industry.
- ◆ Passionate and proactive with good interpersonal and organizational skills.
- ◆ Strong team player and is able to work in collaboration with others to deliver results while can work independently.
- ◆ With knowledge and sense of business and digital marketing.
- ◆ Fluent written and spoken in both Chinese and English.
- ◆ Knowledge and skills of Adobe Creative Cloud is a plus.

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)