



## 招聘基金會經理及助理經理 (教育及行政)

### Recruitment for Foundation Manager and Assistant Manager (Education and Administration)

#### 關於西西基金會 [About Xi Xi Foundation](#)

西西基金會於 2023 年成立，旨在促進有關西西創作的保育、研究及教育，並獲西西家人同意捐出其物品，以保存及研究。現為香港註冊慈善團體。

西西基金會致力保存西西的文學及文化遺產，包括建立西西的文學及文化檔案、向學校、教育工作者、研究者等開放檔案資源、支援與西西相關的研究項目，同時向公眾推廣西西的作品和她在文學的貢獻。

Established in 2023, the Xi Xi Foundation aims to promote the conservation, research, and education surrounding the creative works of the legendary writer Xi Xi. With the generous consent of Xi Xi's family, her personal belongings and artifacts have been donated to the Foundation for long-term preservation and academic study. The Foundation is currently a registered charitable organization in Hong Kong.

The Xi Xi Foundation is dedicated to preserving the literary and cultural legacy of Xi Xi. Our core initiatives include establishing a comprehensive literary and cultural archive for Xi Xi, making these archival resources accessible to schools, educators, and researchers, and supporting academic research projects related to her life and work. Concurrently, the Foundation actively promotes Xi Xi's literary works and celebrates her monumental contributions to literature to the general public.



## 基金會經理 (Foundation Manager)

(For the English Version, please see below.)

### 工作範疇

- 負責機構財務管理、預算編制及財務報告
- 開拓並爭取各項政府補助及民間慈善基金，撰寫項目計劃書
- 處理機構秘書及行政事宜，包括董事會會議紀錄及重要文件存檔
- 領導及管理團隊，監督並推行各項文化、保育及教育活動
- 統籌「西西空間」的場地營運，優化訪客體驗及監督展品管理
- 固定工作日為星期二至六，周日及一休息。因應特別活動或需於假日工作，並設補假安排
- 協助董事局落實機構發展方針，並保持緊密溝通

### 要求

- 學歷背景：持有相關專業之碩士學位優先（如中國文學、比較文學、藝術行政、文獻保育、檔案管理或博物館學等）
- 專業知識：對西西及其創作有深厚興趣與認識，有志投身香港文學及文化傳承工作
- 工作經驗：具備 10 年或以上相關工作經驗，當中須具備領導或管理職位經驗；擅於策劃並落實項目、數據分析，並能向不同持分者呈現成果



- **領導才能：** 具備卓越的團隊領導及反思能力，重視機構與團隊的共同成長，追求卓越
- **溝通與協作：** 具備出色的中英文書面及口頭溝通能力；擅於跨部門及跨學科協作，具備與合作夥伴、資助機構（如藝發局/各大基金會）及文壇友好建立並維繫良好關係的能力。
- **個人特質：** 做事獨立、心思縝密、有耐性，且具備極佳的條理及應變能力。
- **語言能力：** 精通粵語、普通話及英語；具備優秀的中英文書寫及編輯能力。

## 助理經理（教育及行政）

### 工作範疇

- **教育及項目推行：** 協助策劃、執行及監展各項針對學校的專項教育計劃，包括統籌工作坊、校園外展活動及導賞服務。
- **策展及研究支援：** 協助進行與西西相關的學術研究及「西西空間」的策展工作，包括資料搜集、展品管理及文獻檔案整理。
- **活動統籌與市場推廣：** 負責公眾活動的後勤物流、場地設置及與供應商聯絡；協助推行市場推廣工作，包括社交媒體營運及活動宣傳。
- **營運與物資管理：** 負責日常辦公室行政、場地維護，並系統化管理基金會出版物、紀念品及教育物資的庫存。
- **行政支援：** 協助基金會經理處理日常營運及報告，並處理來自學校、合作夥伴及公眾的查詢。
- **工作時間：** 固定工作日為星期二至六，周日及一休息。因應特別活動或需於假日工作，並設補假安排。



## 要求

- **學歷背景：** 持有中國文學、英國文學、藝術行政、博物館學、教育、歷史或相關學科之學士學位或以上。
- **工作經驗：** 具備 3 至 5 年或以上相關工作經驗，具備非政府組織（NGO）、文化機構、學校或藝術團體經驗者優先；具學校聯絡或活動策劃經驗者尤佳。
- **專業知識：** 對西西及其創作有深厚興趣與認識，對文化教育及傳承工作充滿熱誠。
- **核心能力：** 具備流暢的項目協調及行政能力；能高效處理多項任務，做事有條理，並能獨立處理營運及後勤工作。
- **溝通與協作：** 具備良好的良好人際溝通技巧；擅於與小團隊、學校代表、教育工作者及供應商緊密合作。
- **個人特質：** 工作積極主動、心思縝密、具創意且注重細節；能適應多元化的工作範疇（從學術支援到前線場地營運）。
- **語言能力：** 精通粵語、普通話及英語，並具備優秀的中英文書寫能力。

有意應徵者請連同履歷、預期薪酬及到任日期，致信往 [llm@xixifoundation.org.hk](mailto:llm@xixifoundation.org.hk)，  
2026 年 7 月 10 日截止。

只有入選者會獲通知。所有收集的個人資料僅用作招聘用途。



(English Version)

## Foundation Manager

### Key Responsibilities

- **Financial Oversight:** Oversee the organization's financial management, budget preparation, and financial reporting.
- **Fundraising & Grants:** Proactively identify and secure government subsidies, grants, and private philanthropic funds, and spearhead the writing of high-quality project proposals.
- **Secretarial & Secretariat Duties:** Handle institutional secretarial and administrative matters, including drafting minutes for the Board of Directors and managing the archiving of vital documents.
- **Team & Project Leadership:** Lead and manage the internal team, and supervise the implementation of various cultural, conservation, and educational initiatives.
- **Venue Operations:** Coordinate the day-to-day operations of the "Xi Xi Space," optimizing the visitor experience and overseeing exhibition/artifact management.
- **Work Schedule:** Fixed working days are Tuesdays to Saturdays (Sundays and Mondays off). Occasional work on public holidays or rest days may be required for special events, with compensatory leave arrangements provided.
- **Board Communication:** Assist the Board of Directors in implementing the organization's strategic development plans and maintain close communication with the Board.



## Requirements

- **Educational Background:** A Master's degree in a relevant field is preferred (e.g., Chinese Literature, Comparative Literature, Arts Administration, Cultural Conservation, Archives Management, Museum Studies, or related disciplines).
- **Subject Knowledge:** Possess a deep interest in and thorough understanding of Xi Xi and her literary works, with a strong commitment to promoting Hong Kong literature and cultural heritage preservation.
- **Professional Experience:** A minimum of 10 years of relevant professional experience, including proven experience in a leadership or managerial role. Demonstrated competence in planning and executing projects, performing data analysis, and presenting outcomes effectively to diverse stakeholders.
- **Leadership Competencies:** Outstanding team leadership and reflective skills, with a strong emphasis on the mutual growth of the organization and the team, while constantly striving for excellence.
- **Communication & Collaboration:** Exceptional written and verbal communication skills in both Chinese and English. Adept at cross-departmental and cross-disciplinary collaboration, with the ability to build and maintain strong relationships with partners, funding bodies (such as the HKADC and major foundations), and friends within the literary community.
- **Personal Attributes:** Highly independent, meticulous, patient, exceptionally organized, and versatile in problem-solving.
- **Language Proficiency:** Proficient in Cantonese, Putonghua, and English, with excellent writing and editing skills in both Chinese and English.



## **Assistant Manager (Education and Administration)**

### **Key Responsibilities**

- **Project & Education Programming:** Assist in planning, executing, and monitoring dedicated educational programs for schools, including coordinating workshops, school outreach activities, and guided tours.
- **Curation & Research Support:** Assist in academic research and curation efforts for the "Xi Xi Space," including content preparation, exhibit management, and archival data organization.
- **Event Management & Marketing:** Coordinate the logistics, venue setup, and vendor liaison for public events. Assist in marketing campaigns, including social media management and promoting foundation activities.
- **Operations & Inventory Control:** Oversee day-to-day office administration, venue upkeep, and strict inventory/stock keeping of foundation publications, merchandise, and educational materials.
- **Administrative Assistance:** Support the Foundation Manager in day-to-day operational matters, reporting, and handling inquiries from schools, partners, and the general public.
- **Work Schedule:** Fixed working days are Tuesdays to Saturdays (Sundays and Mondays off). Occasional work on public holidays or rest days may be required for special events, with compensatory leave arrangements provided.



## Requirements

- Educational Background: A Bachelor's degree or above in Chinese Literature, English Literature, Arts Administration, Museum Studies, Education, History, or a related discipline.
- Professional Experience: A minimum of 3 to 5 years of relevant working experience, preferably in NGOs, cultural organizations, schools, or arts institutions. Experience in school liaison or event management is highly valued.
- Subject Knowledge: Deep interest in and familiarity with Xi Xi's literary works and a strong enthusiasm for cultural education and preservation.
- Core Competencies: Strong project coordination and administrative skills. Ability to multitask efficiently, manage inventory systematically, and handle operational logistics independently.
- Communication & Teamwork: Excellent interpersonal and communication skills. Ability to work collaboratively with a small team, school representatives, educators, and vendors.
- Personal Attributes: Proactive, organized, creative, and detail-oriented. Adaptable to dynamic tasks ranging from research support to hands-on venue operations.
- Language Proficiency: Proficient in spoken and written Chinese (Cantonese and Putonghua) and English.

## Application Method

Interested candidates please send your full resume stating your **expected salary** and availability to [llm@xixifoundation.org.hk](mailto:llm@xixifoundation.org.hk).



- **Application Deadline:** July 10, 2026.
- Only shortlisted candidates will be notified. All personal data collected will be used strictly for recruitment purposes only.