



Part time Administrator (Friends Committee)

Job Duties

- Work closely as Administrator to the Friends Committee (FsC) to develop and grow HKAC membership programmes.
- Help manage all FsC matters not limiting to meeting notes, agenda, minutes, reports, schedules, finances and accounting, liaison with EDO and general running of FsC activities and admin.
- Monitor and respond to members emails and enquiries.
- Assist to plan, organize and manage year-round events and marketing campaigns with the objective to engage existing members as well as to recruit new members.
- Collaborate with cross-functional teams to coordinate membership-related initiatives and activities.
- Help FsC to keep abreast of industry trends and best practices, and recommend new initiatives and strategies to enhance the membership experience.
- Responsible to produce analytical reports on event and membership activities.
- Handle enquires, requests and complaints on timely basis.
- Perform various administrative duties, including but not limited to maintaining member databases, preparing correspondence, managing event calendars etc.
- Be prepared to work outside of work hours for activities or operational needs.
- Report to FsC but answerable to Executive Director and Executive Director's Office.

Job Requirements

- Degree in marketing, communications or related discipline would be helpful.
- Minimum 3 years of related experience, preferably with event management experience.
- Available to work for 2 to 2.5 days per week.
- Proven track record of working in development would be an asset.
- Experience in committee work is an advantage.
- Excellent organizational skills and attention to detail.
- Result-driven and self-motivated.
- Proactive and a good team player. Strong interpersonal and communication skills.
- Excellent communication in both English and Chinese.
- Proficiency in MS Office including word, Excel, PowerPoint, Illustrator.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email hr@hkac.org.hk. Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.