

InspiringHK Sports Foundation Limited

InspiringHK Sports Foundation is a young and vibrant sports charity founded in 2012, with a mission to instill sportsmanship and charity in and promote equality for local underprivileged youth so as to increase their social mobility. We carry out our mission through offering long-term sports training and learning experience programmes for free.

If you share the same mission, please take a closer look at the below and consider joining us as our:

Part-time Administrative Assistant **兼職行政助理**

InspiringHK Sports Foundation is seeking a responsible individual as our part-time Administrative Assistants. Our Assistants will work under the direction of the full-time Development Officer and the Sports Coordinator, and collaborate with the Volunteer Executives in managing sports classes in various districts.

Job Responsibilities and Duties

- Work closely with full-time Sports Programme Coordinator to attend one of the following sports training classes in the following districts:
 - o San Po Kong Fencing Class – Every Sunday from 0930 to 1400
 - o Prince Edward Dancing Class – Every Saturday from 1130 to 1400
 - o Po Lam Swimming Class – Every Sunday from 1530 to 1700
 - o Fanling Golf Class – Every Friday from 1630 to 1930
 - o Tuen Mun Butterfly Rope Skipping Class – Every Wednesday from 1730 to 1900
- Attend the classes and deal with administrative matters including but not limited to the followings:
 - o Take students' attendance while overseeing and managing the class performance, especially in terms of discipline;
 - o Distribute and collect forms/circulars on time;
 - o Take pictures and videos in class
- Attend and assist with the learning activities and meetings held mostly during weekends and occasionally weekdays;
- Communicate with parents, students and coaches in whatsapp groups or via phone calls frequently;
- Input data and comments of the classes promptly and regularly;
- Perform any other mutually agreed duties

Qualifications

- Fast learner, passionate in sports and youth development;
- 1-year commitment to attend one or various of the above classes regularly;
- Responsible person, strong organisational skills and detail-oriented;
- Strong ability to complete multiple assignments concurrently
- Basic knowledge in computer software such as Microsoft Word, Excel, PowerPoint;
- Knowledge of and passion for InspiringHK Sports Foundation and charitable sector preferred.

How to apply: Please send a full resume with a cover e-mail to hr@inspiringhk.org.

Applicants who do not hear from us within one month may consider their applications unsuccessful. All personal data collected will be kept confidential and will be used for recruitment purposes only.



InspiringHK Sports Foundation

Unit 1801-2, 18/F, Jubilee Centre
46 Gloucester Road, Wanchai, Hong Kong
Email: info@inspiringhk.org

InspiringHK Sports Foundation Limited is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, or any other status or characteristic protected by law.

Career Level: Junior

Yr(s) of Exp: N/A

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Various

Salary: \$60 per hour, with transport subsidy

Employment Type: Part-time, 1 year contract