

InspiringHK Sports Foundation Limited

InspiringHK Sports Foundation is a young and vibrant tax-exempt charity founded in 2012, with a vision to empower better youths through sports. We carry out our mission through professional sports training, learning experience programmes and advocacy activities.

If you have a passion to serve, please take a closer look at the below and consider joining us as our:

Volunteer Executive Officer (Administration) 義務行政主任

InspiringHK Sports Foundation is seeking a responsible individual as our volunteer Executive Officer (Administration). Our Officer will voluntarily work on average 1-day weekly at our Kwun Tong office to support the work of the office team, under the direction of the full-time Marketing, Events and Communication Executive.

Job Responsibilities and Duties

- Support the team in developing marketing communication materials, including but not limited to content development, photo and video editing;
- Support the team in customer relationship management, including but not limited to managing contact database and writing monthly newsletter;
- Assist in managing the constant updates of organisation's website and social media platforms;
- Conduct research, provide insight and support to the Foundation to better understand market trends and dynamics;
- Assist in the preparation of events;
- Assist in copy-writing and translation of marketing communications materials;
- Database maintenance;
- Perform any other marketing-related duties as assigned.

Qualifications

- Able to volunteer at our Kwun Tong office for around 8 hours weekly;
- Creative, organised and detail-oriented;
- Good communication skills
- Strong ability to complete multiple assignments concurrently;
- Basic knowledge in computer software such as Microsoft Word, Excel, PowerPoint;
- Knowledge of Photoshop/AI/other photo editing software preferred.

How to apply: **Please send your full resume, weekly schedule with a cover email** to hr@inspiringhk.org. The Foundation thanks applicants for their interest, but advises that only candidates shortlisted for interviews will be contacted/ notified of the application result.. All personal data collected will be kept confidential and will be used for recruitment purposes only.