

InspiringHK Sports Foundation Limited

Founded in 2012, InspiringHK Sports Foundation (IHKSports) is a tax-exempt charity under section 88 of the Inland Revenue Ordinance, with a vision of better youths through sports. We aim to provide equal learning opportunities and promote gender equality, social inclusion and a healthy lifestyle. We equip youth - irrespective of background, gender and race - with sportsmanship qualities such as perseverance and teamwork, so they can better meet challenges in life.

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

Marketing & Communications Officer/Executive 市場及傳訊主任/助理

IHKSports is seeking a talented individual as our **Marketing & Communications Officer/Executive**. Our executive will be based in Hong Kong, working under the direction of the line manager, and collaborate with the staff and board members in serving our vision and missions.

Job Responsibilities and Duties

- Assist the line manager and support the communications team to ensure all publications align with relevant branding guidelines and communication objectives;
- Assist in maintenance of the organisation's website and social media platforms, including creation of high-quality and engaging content across publication materials including but not limited to social media posts, annual reports, press releases;
- To liaise with vendors and agencies to ensure a high standard of publication and promotion of IHKSports programmes, events and campaigns including development of content strategy, promotion plans, etc.;
- Coordinate with Programme Teams on day-to-day public-facing materials and ensure accuracy and approval for all content development and publications;
- Support events and advise them on branding, event management & execution, such as handling of press releases, media interviews and enquiries;
- Assist line manager in coordination of external service providers, including but not limited to marketing performance agencies, website vendors, designers, photographers and videographers;
- Assist the communications team in regular meetings with programme teams to offer insight in current and emerging industry trends, best practices, and emerging content formats to continually enhance content quality and effectiveness;
- Perform any other relevant duties as assigned.

Qualifications

- Degree holder in Language, Communications, Journalism, Marketing, or a related field.
- 1-3 years of relevant experience in marketing, communication, event management, journalism or other relevant fields. Candidates with more experience may be considered for the Officer role.
- Excellent interpersonal skills, outgoing, energetic and enthusiastic;
- Proficient in both written and spoken English and Cantonese; strong Chinese writing skills are highly preferred;

- Good understanding of various digital communication channels, including social media platforms, website management and email newsletters;
- Proficiency in AI/Photoshop skills is a plus;
- Organised, meticulous attention to details;
- Ability to prioritise tasks, meet deadlines, and manage multiple projects simultaneously;
- Proficiency in using productivity tools, such as Microsoft Office Suite, Google Workspace;
- Willing to occasionally travel to various districts in Hong Kong in weekday evenings and weekends, with transport subsidy and compensation leave;
- Knowledge of and passion for InspiringHK Sports Foundation and the charitable sector preferred.

How to apply: **Please send a full resume with a cover email, current and expected salary to hr@inspiringhk.org. Please specify the job title you are applying for in the email subject.**

On top of the statutory holidays, maternity leave and paternity leave, IHKSports offers 14 days of annual leave, birthday leave and health insurance with dental benefits. Other staff benefits include a one-hour early leave every month to do individual sports, a wellness day every month to do team sports together and flexible working hours at the office, compensation leave for overtime working, compassionate leave, and marriage leave (upon completion of 1-year service). The office is closed on the last day of each calendar year and the day before the Chinese New Year.

Applicants who do not hear from us within two months may consider their applications unsuccessful. Only shortlisted candidates will be notified to attend interviews and a written test. All personal data collected will be kept confidential and will be used for recruitment purposes only. Successful applicants will be required to undergo a Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

Career Level: Junior

Yr(s) of Exp: 1-3 years

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Quarry Bay

Salary: Salary Negotiable

Preferred onboarding month: Jan/Feb 2026