

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:

Sports Programme Student Leader 體育項目學生領袖

Description

- To assist in sports events, workshops and visits to various sports classes
- To support the recording of how students have grown through sports training
- To support the administrative work of various sports programmes, including but not limited to data collection, data entry, and performing impact measurement analysis
- To support research and new programme idea generation, non-sports learning experience activities and advocacy initiatives

Qualifications

- Proficiency in written Chinese & English, and fluency in Cantonese
- Good computer skills in MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Students with skills in data sorting, designing, paperwork will be preferred

Remarks

- **Commitment:** At least 1 full day in the office per week
- **Location:** Quarry Bay
- **Compensation:** \$60 per working hour

Applicants who do not hear from us within two months may consider their applications unsuccessful. All personal data collected will be kept confidential and will be used for recruitment purposes only. If you are being interviewed but not admitted, information will be destroyed within 6 months after the completion of the recruitment process. Successful applicants will be required to undergo Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

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.