

OBHK is in need of Marketing Executive

- Responsible for marketing promotions and recruitment of fundraising events and activities.
- Relevant experience in presentation and event co-ordination.
- Partners and donors relationship building.
- Handle administrative work
- A team player, attentive to details, high quality awareness, well organized with good communication skills.
- Good command of English & Chinese, with problem solving /analytical skills

Experience:

- Experience in development work for an NGO.
- Working knowledge of fund raising strategies and principles

Skills:

- Analytical, strategic, creative, decision-making and time management skills.
- Oral and written communication and presentation skills
- Ability to take initiative.

Please send your full resume, church affiliations (if any), current and expected salary, to info@obhongkong.org or by fax 2150-5029. Personal Data provided by job applicants will be used for recruitment purposes only. Applicants who are not invited for interviews within six weeks may consider their applications unsuccessful.

行政主任(項目及籌募)

慈福行動是視博恩香港的扶貧工作部門，總部位於美國維珍尼亞，自 1978 年成立，在 105 個國家展開救災扶貧的工作，為超過 2 億人提供人道援助，援助金額超過 30 億美元。慈福行動於 1999 年在中國開展工作，並於北京、香港，蘭州設有辦公室。

慈福行動是一個基督教組織，我們關顧貧窮弱小，本著憐憫及愛心，為他們提供援助，令他們的生活得到改善，發揚基督博愛的精神。

職責：

- 處理行政工作，與資助人溝通
- 協助舉辦不同的籌款項目及帶領活動
- 統籌不同的項目計劃
- 定期與內地項目團隊溝通及協調

要求：

- 中五程度或以上及具相關工作經驗
- 性格主動及具責任感
- 具社會服務 / 教會事工網絡經驗優先考慮

查詢：

請將履歷、職位申請及期望薪金電郵到慈福行動 info@obhk.org。