



Marketing and Communication Assistant Manager

The Vine Community Services Limited (hereafter 'VCSL') is a Hong Kong-based nonprofit organization, established to work as a beacon of hope to the most overlooked, ignored and vulnerable in our society. VCSL currently works with two separate populations, victims of human trafficking and refugees and asylum seekers. A third initiative offers educational opportunities to marginalized individuals and communities.

We are currently looking for a full time Marketing and Communication Assistant Manager to support our fund raising efforts. This position reports directly to the Development and Relationship Manager.

Job Description

The role and responsibilities are as follows:

- Develop and implement effective marketing and PR strategy plan, in line with the company vision.
- Work closely with the Creative Arts department to develop graphic designs and create marketing collateral.
- Translate brand elements into campaigns, develop slogans and provide all written content and copy.
- Develop, implement and manage social media strategies across VCSL media platforms.
- Develop content and manage budget.
- Recruit, engage, develop and manage volunteers interested in contributing time and skills towards marketing, communication, public relations and event projects.

Job Requirement

- Excellent written and verbal communication skills in both English and Chinese.
- At least 2 years of strategic communication and marketing experience.
- Comprehensive working knowledge of marketing tools
- Strong organizational and analytical skills.
- Minimum Bachelor's degree in related field.
- Working knowledge of website platforms, such as WIX and Wordpress.

How to apply: Please send your resume and cover letter to hr@vcsl.org. Closing date for application is 5pm, February 20, 2018.