



Refugee Programme Administrator

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 Refugee Programme Administrator. This position will report directly to the Refugee Programme Manager.

Job Description

The role and responsibilities are as follows:

Administrative support

- Provide all administrative support in scheduling of meeting, taking minutes, travel booking etc to Programme Manager, Refugee Pastor and CEO
- Assist the Programme Manager and Refugee Pastor in event organizing and rollout, hosting various guests, provide a professional environment and communication with people at all times.
- Produce presentations for Programme Manager and CEO
- Assist Programme Manager and CEO in writing and producing policies
- Provide orientation for new staff.

Manage Mid-week lunch for refugee fellowship

- Organize and/or co-ordinate with outside organizations for mid-week lunch for the RAS fellowships
- Supervise and work with volunteers for the lunch

Job Requirement

- Highly organized, self-driven with proven administrative experience
- Good computer skills, discrete and sensitive to details
- Good command of English and Cantonese, both spoken & written.

How to apply

Please send your cover letter and resume to hr@vcsl.org. Closing date is January 15, 2018, 5pm.