



## Refugee Programme Education Officer

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 Education Officer. This position will report directly to the Refugee Programme Manager.

### Job Description

The role and responsibilities are as follows:

- Responsible for ensuring educational programs and projects track with mission and vision, ensuring relevant guidelines, policies and procedures, and the laws are complied.
- Responsible for the delivery of educational courses, classes, programs and projects. Work with Line Manager to develop and deliver educational assistance to the RAS community.
- Accountable for the delivery and management of projects run
- Develop and maintain relationships with donor organizations and individuals, write grants and program proposals, and report to partner organizations and individuals.
- Ensure educational programme remains financially sound.
- Identify, engage, utilize and manage volunteers in the delivery of classes, courses, programs and projects.
- Be able to work flexible hours as required ensure delivery of programs and projects.

### Job Requirement

- Bachelor's Degree in education.
- Minimum 5 years' relevant experience
- Prior experience in a supervisory role preferred
- Ability to design curriculum for courses
- Excellent in written and spoken English. A second language will be a plus.
- Experienced in multi-cultural settings, especially with refugees or asylum seekers.
- Proficient with Microsoft Office Products

### How to apply

Please send your cover letter and resume to [hr@vcsl.org](mailto:hr@vcsl.org). Closing date is January 15, 2018, 5pm.