

We are hiring!

Position: Associate, Innovation and Incubation

Responsibilities:

- Manage daily project administration work, database management and support on IT system
- Organize and manage various networking events and training sessions to facilitate youth education on social innovation
- Support supervisor on incubation of youth related projects
- Promote public awareness and attract young people to participate in a social innovation program
- Assist in the marketing and promotion of a social innovation program

Requirements:

- Degree holder
- 1-2 years working experience (fresh graduate will be considered)
- Proficiency in written and spoken English and Cantonese
- Responsible, proactive, analytical-mind, organized and willing to learn
- Love young people and enjoy working in a dynamic environment
- Passionate in solving social issues e.g. promoting poverty alleviation and social integration, and enhancing people's well-being and cohesion of society
- With IT background is preferable
- Good at online marketing and social media communications
- Immediate availability preferred

Work location: To Kwa Wan

Salary: Negotiable

Employment Type: Full Time, 1-year contract

Benefits: Five-day work per week, 14-day annual leave (Occasionally works on weekends are required)

**** Please provide your expected salary in your Resume for reference ****

Interested party, please send your applications with current and expected salary to if@fses.hk (quote subject as "**Apply for Associate, Innovation and Incubation**") by email in **PDF FORMAT ONLY**. All information provided will be treated in strict confidence and used solely for recruitment purposes. The resume will be retained for a period of two years for future recruitment purposes within our organization.

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