



## **Marketing and Publicity Officer**

### **Duties and Responsibilities:**

The Marketing and Publicity Officer will take charge of assist implementation of publicity and fundraising projects; communicate with the media; and support the work of the Foundation at the regional and international levels.

### **Requirements:**

- A bachelor degree holder, preferably in Marketing, Communications or Journalism;
- 1 year experience in public relations, marketing, corporate communications and fundraising capacity;
- Proven track records in organizing public relations and fundraising events;
- Familiar with online marketing with proven track records;
- Strong sense of responsibility and attentive to details;
- Team player with good interpersonal and communication skills;
- Reliable, open-minded, hardworking, self-motivated, creative, independent and ability to work to deadlines;
- Computer knowledge in Ms Office (Word, Excel, Powerpoint) and Chinese typing;
- Proficiency in Adobe Illustrator and Photoshop. Basic video-editing skill is a plus;
- Good command of written English and Chinese.