

## **Education and Resources Development Officer**

Wu Zhi Qiao (Bridge to China) Charitable Foundation is a Hong Kong registered charity (Charity No: 91/8739) which exists to facilitate the integration between Hong Kong and Mainland China by encouraging young generations to help the needy in the motherland, thereby building a spiritual bridge with love, appreciation and mutual understanding through inter-university initiatives.

**The role:** To publicise and promote the vision and activities of the Foundation as a change agent to facilitate universities across the border to accomplish different bridge building projects in rural China

### **Key responsibilities:**

- ✧ Support the Foundation's education, publicity, and fundraising initiatives by devising and implementing strategies and plans.
- ✧ Assist in recruiting and developing sustainable university project teams, and enhancing their learning opportunities.
- ✧ Develop and maintain media and donor relationships
- ✧ Develop, write up and review media and publicity materials
- ✧ Develop and maintain other online and social networking publicity channels
- ✧ Review progress against objectives on a regular basis

### **Requirements:**

- ✧ Share the mission of Wu Zhi Qiao
- ✧ Degree holder with at least 3 years experience.
- ✧ Priority will be given to those with Social Work, publicity or marketing degree or related work experience
- ✧ Mature, self-motivated and able to interact with people at all levels, including but not limited to our student volunteers
- ✧ Effective organizational skills including strong attention to details
- ✧ Good command of spoken and written English and Chinese, Mandarin highly desired
- ✧ Experienced user of MS office and being proficient in Chinese word processing

Please send C.V., present and expected salary, availability to the Foundation's Secretariat, c/o School of Architecture, 5th Floor, Wong Foo Yuan Building, The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong or e-mail to [bridge2china@cuhk.edu.hk](mailto:bridge2china@cuhk.edu.hk). Personal data collected will be used for recruitment purpose only.