



Keeping families close™

23 To Shek Street, To Shek Village, Shatin, H.K.  
香港沙田多石村多石街23號  
Tel: 2947 8778 Fax: 2947 8780  
Email: [rmh@rmh.org.hk](mailto:rmh@rmh.org.hk)  
Website: <http://www.rmh.org.hk>

## **RONALD MCDONALD HOUSE CHARITIES HONG KONG Manager/ Assistant Manager Communications**

RMHC Hong Kong (Ronald McDonald House Charities® Hong Kong) is a fast-growing organization looking for passionate talents to join. The mission of RMHC Hong Kong is to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 26 years and worldwide for 48 years. At RMHC Hong Kong, we provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding to a new, 66-room Ronald McDonald House in the city. Having been the first chapter established in Asia in 1996, we are as committed as ever to providing refuge to those families confronted with the most difficult physical and psychological challenges.

For more details, please visit [www.rmhc.org.hk](http://www.rmhc.org.hk)

**Report directly to the Senior Communications Consultant, the Manager/ Assistant Manager will primarily focus on the development of communication materials promoting the brand of RMHC Hong Kong and assisting the launch of communications projects and events.**

**The exciting job will give you a chance to involve in the second Ronald McDonald House Hong Kong project, in which you will have the chance to extend your full potential to make it a great success and contribute to the philanthropy of Hong Kong.**



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### Key Responsibilities:

- To assist the implementation of branding, publicity, and marketing communications activities
- Brainstorm new ideas and innovative content strategies
- Responsible for writing, translating, and editing corporate collaterals, annual report, marketing materials, website content, newsletter etc.
- Update digital media with timely content
- Update website content
- Optimize headlines, taglines, social media and YouTube video copies to drive a higher click-through rate
- Conduct competitors research and keep abreast of market trends

### Requirements:

- Degree in Communications, Language, Marketing, BA or related discipline
- Minimum 3 years of writing and communications experience
- Native English writing, editing and proofreading skills
- Excellent Chinese writing and translation skills
- Creative mindset with marketing sense
- Ability to multitask, prioritize tasks and meet expected timelines
- Ability to collaborate well with graphic designers and video editors
- Candidates with less experience will be considered for the post of Assistant Manager

Interested parties please send your CV with present and expected salary to [admin@rmhc.org.hk](mailto:admin@rmhc.org.hk)



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## RONALD MCDONALD HOUSE CHARITIES HONG KONG

### Assistant Manager / Senior Officer - Fundraising

RMHC Hong Kong (Ronald McDonald House Charities® Hong Kong) is a fast-growing organization looking for passionate talents to join. The mission of RMHC Hong Kong is to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 26 years and worldwide for 48 years. We provide a 'home away from home' accommodation and 'family-centered care' psychosocial services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand of our unique services in the society, we are expanding to a new, 66-room Ronald McDonald House in the city. Having been the first chapter established in Asia in 1996, we are as committed as ever to providing refuge to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

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**The Assistant Manager is a role to a creative team that opens up opportunities to network with kind-hearted people and socially responsible corporates in the community to support RMHC Hong Kong to deliver its mission. The position will support the team's delivery of a variety of existing fundraising activities with the avenue to create and deliver new ideas. The position welcomes individuals who want to endeavour a highly valued and highly rewarding career in the NGO sector.**

**Candidates should possess marketing/PR and event management (on-ground and online) experiences, being an excellent communicator, able to deliver high quality customer service / donor stewardship and preferably comes from sales / loyalty programs background. Previous experience in fundraising is desirable but not a must. Candidates with less experiences will be considered for Senior Officer position.**



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### Key Responsibilities:

- Support the delivery of fundraising initiative, from on-ground events to online activities. Achievement focused, working towards reaching / exceeding targets.
- Prepare rundown for events, coordinate with internal and external stakeholders and provide high quality customer services to participants, donors and partners.
- Create new opportunities from seeking new partnerships with corporates, increase number of donors and boost number of participation to charity campaigns.
- Prepare proposal, PowerPoint and various publicity materials that effectively motivate action from donors or potential partners.
- Support daily running of the team, providing substantial support to line manager and team head.

### Requirements:

- Degree holder preferably in Marketing, Communications or Business Management
- Minimum 3 years of relevant experience in event management (on-ground and online), marketing communications and/or public relations, sales/membership program management.
- Excellent interpersonal, communications, presentation project planning and management skills.
- Excellent language skills in English and Chinese, verbal and written.
- Proficiency in computer, website, digital and social media applications.
- High degree of personal initiative and drive with an innovative and creative mindset.
- A good team player while able to work independently. Learn quickly and able to deliver ad hoc projects / under tight deadlines.
- Experience working in NGOs, educational institutions or agency would be an advantage.
- Candidates with less experience will be considered for Senior Officer position.

Interested parties please send your CV with present and expected salary to [admin@rmhc.org.hk](mailto:admin@rmhc.org.hk)



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## **RONALD MCDONALD HOUSE CHARITIES OF HONG KONG**

### **Part-time Communications Assistant**

Ronald McDonald House Charities (RMHC) Hong Kong is a fast-growing organization looking for passionate talents to join. The mission of RMHC is to create, find and support programs that directly impact the health and well-being of children and their families. We support families with ill children in Hong Kong for over 26 years and worldwide for 48 years. At RMHC we provide 'home away from home' accommodation, enabling families to stay close to their child and maintain a degree of normal family life.

The impact of RMHC programs plays an important and almost unique role in facilitating and supporting family-centered care for hospitalized children. We are committed to working collaboratively for and with families and with local children's health care partners to advance family-centered care. We have become even more motivated to fulfill our goal, by building a new 66-room Ronald McDonald House in the city. Having been the first chapter established in Asia in 1996, we are as committed as ever to providing refuge to those families confronted with the most difficult physical and psychological challenges.

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**Report directly to the Senior Communications Consultant, the Part-time Communications Assistant will primarily focus on support in the development of communication materials promoting the brand of RMHC Hong Kong, projects and events.**

**This exciting job will give you a chance to involve in the second Ronald McDonald House Hong Kong project, in which you will have the chance to extend your full potential to make it a great success and contribute to the philanthropy of Hong Kong.**



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### Key Responsibilities:

- Provide general support on all communications work
- Assist in managing budget and provide administration support
- Provide copywriting, translation and editing support, including proofreading corporate collaterals, annual report, social media content, etc.
- Manage, update and monitor website and social media Pages
- Coordinate with suppliers such as designers, public relations and digital agencies, etc.
- Assist in idea generation and project execution
- Assist in video production and photo shooting
- Conduct research on competitors and keep abreast of market trends
- Maintain a systematic and well-organised filing system for all communications materials
- Maintain a photo and videos library
- Compile reports and presentation materials
- Stock management

### Requirements:

- University degree in any discipline
- Min. 3 years of working experience
- Good English & Chinese writing, editing and proofreading skills
- Creative mindset with marketing sense
- Ability to multitask, prioritize tasks and meet expected timelines
- Ability to collaborate well with external parties such as graphic agencies, graphic designers, etc.
- Understanding of online marketing communication
- Able to provide assistance on budget management

We offer attractive remuneration package to the right candidate. Interested parties please send your CV with present and expected salary to [admin@rmhc.org.hk](mailto:admin@rmhc.org.hk)