



香港觀塘有信街 2 號
2 Yau Shun Street, Kwun Tong, Hong Kong
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RMHC HONG KONG Program Administrator (1-Year Part-Time Contract)

RMHC 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 27 years and worldwide for 49 years. 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 from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit www.rmhc.org.hk

Report directly to Senior Manager of Volunteer Program, this meaningful job will give you a chance to extend your full potential to make it a great success to our services expansion of the new Ronald McDonald House and contribute to the philanthropy of Hong Kong.



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Key Responsibilities:

- Recruitment & interview of teachers and students.
- Scheduling and coordination with teachers/parents.
- Review of teaching plans, create and support evaluation through surveys and focus group, issuing reports.
- Manage documentations including contract, invoices, SOP, teacher manual.
- Manage payments for teachers with Finance Department.
- Provide on-site support during lessons.

Requirements:

- Holder of university degree.
- Minimum 3 years of experience in program administration and scheduling.
- Working experience in international charity, NGO or educational institution is an advantage.
- Good command of spoken and written English and Chinese.
- Active personality and good communication skills.
- Highly organized and responsible.

Interested parties please send your CV with present and expected salary to admin@rmhc.org.hk