



Recruitment of Assistant Programme Officer

Hong Kong News-Expo Limited is a non-profit organisation established for the revitalisation of the Bridges Street Market in Central. The Grade 3 historic building has been transformed into the Hong Kong News-Expo which is the first exhibition-cum-education facility with news as the main theme in Asia.

Hong Kong News-Expo Limited is looking for candidates who have the passion to join our dynamic team.

Responsibilities:

- Conduct the Media Information Literacy Programme under the supervision of Media Literacy Programme Executive;
- Assist in planning and conducting the Programme's group activities for students, underprivileged groups and elderly;
- Work as docent in guided tours;
- Assist in database management;
- Provide administration support;
- Draft social media content (including the write-up, photo and/or video editing);
- Perform ad-hoc duties as assigned by the Management; and
- On shift duty

Requirements:

- Diploma holder or above with experience in organising group activities and event management
- Customer service / client facing experience
- Enthusiastic about education and journalism
- Fluent in Cantonese, English and Mandarin. Knowledge of a foreign language is a plus
- Video editing skill is a plus
- Working experience in museums is a plus
- Self-motivated, team player, flexible and willing to learn
- We welcome fresh graduates to apply

Any party interested, please send your application with expected salary to sec@hkne.org.hk on or before **15 January 2022**. All information provided will only be used for the purpose of this recruitment.