

ROAD Program

– Program Officer (Children Education) –

Refugee Opportunity and Development Program at Branches of Hope is a beacon of hope for hundreds of refugees and non-refoulement claimants. ROAD is one of the oldest refugee programs in Hong Kong and has served several thousand refugees over the last decade. If you are passionate about working with refugees, consider joining our team.

This position is a full-time position reporting to the ROAD Senior Program Officer (Children Education). The person will work from Monday to Friday and occasionally on weekends (for which they will be compensated with time off in lieu).

Role and Responsibilities:

Support on children education programs & activities

- Assist in planning and implementing educational classes and activities for children (including but not limited to: Weekday / Weekend activities, Summer School, workshops, seminars...etc.)
- Assist in coordinating with community members, teachers and volunteers to ensure smooth execution of classes / activities.
- Assist in logistic arrangements of various activities to ensure smooth execution.
- Assist in monitoring and evaluating the progress of children in educational programs.

Support on parents' groups & activities

- Assist in planning and implementing parents' support groups and activities

Education- related Casework Support

- Assist in providing support to parents and children facing educational challenges, such as academic difficulties or special needs and their parents.
- Collaborate with teachers, parents, and relevant stakeholders to develop appropriate interventions and support plans.
- Assist in conducting community surveys and assessments to understand the specific educational needs of children.
- Assist in collecting and analyzing data to inform program development and improvement.

Administrative Support

- Maintain accurate and up-to-date records of program activities, including attendance, assessments, and progress reports.
- Keep detailed records of program expenses and maintain receipt records for financial accountability.
- Assist in preparing program-related reports, proposals, and presentations.
- Handle general administrative tasks such as managing correspondence, scheduling meetings, and maintaining program calendars.

General Duties

- When requested, give talks and public and private events to raise awareness of the needs of the RAS community and the work of BOH/ROAD.
- Assist in organizing / implementing ROAD events such as Christmas Celebration, Chinese New Year, and World Refugee Day, etc.
- Seek connections to grow the BOH/ROAD network and communicate new acquaintances and opportunities to the ROAD Program Manager and Partnerships Manager.
- Any other task as assigned by superior(s).

Requirements

- Degree holder in Social Work, Human Rights, or related fields.
- At least 1 years experience in social work, research, and/or non-government organizations.
- Knowledge of issues facing refugees and asylum seekers, human rights, and social justice.
- Excellent interpersonal, communication skills.
- Strong organizational and time management
- Creative problem-solving, be a responsible team-player in a multicultural environment, and keep calm under pressure.
- Capable of speaking in Hindu, Sinhala, Bahasa Indonesian, Nepali or other Asian languages is an asset.

How to apply: Please send your resume and cover letter to career@branchesofhope.org.hk. Interviews will be conducted on a rolling basis.