

## **Branches of Hope**

### **– Events Coordinator –**

Founded by the Vine Church in 2012, Branches of Hope (BOH) is a registered charitable organization in Hong Kong established to serve refugees and asylum seekers, as well as people who have experienced human trafficking and/or labour exploitation through two teams: Refugee Opportunity and Development (ROAD) and Stop Trafficking of People (STOP). BOH is dedicated to bringing changes to these marginalized communities through three pillars of service:

- **Care:** To enhance health and well-being among community members by providing services and financial assistance.
- **Empowerment:** To empower and build resilience of our community members in a sustainable way through education and training.
- **Social Change:** A human-centric approach in engaging various actors in the society to shape for better environment for vulnerable and marginalized in Hong Kong.

#### **General Nature of the Role:**

This position reports to the Executive Director and Partnerships Manager and works alongside the Program Teams of STOP and ROAD. The role is meant to execute the various events hosted by BOH and to develop new ideas for events where fundraising is the primary focus. A secondary focus is the overall brand of the organization and the public awareness for the issues addressed by BOH.

#### **Contract Arrangements**

This is a full time (5-days a week, from Monday to Friday) position with occasional work on weekends (for which time off in lieu is provided). The contract period is 12 months based on the calendar year with renewal subject to KPIs having been met. The salary will be based on a candidate's relevant experience and the BOH salary scale.

#### **Role and Requirements:**

##### **Events & Fundraising**

- Take charge of the planning, organizing, and managing of all fundraising and stakeholder engagement events, in online, offline, and hybrid formats.
- Ensure the successful implementation of signature events, such as the Ma Wan Easter Egg Hunt, BOH Sunday, Football Tournament, and others.
- Proactively advise on event types and formats to meet fundraising objectives, identify solicitation opportunities, and take the initiative on new fundraising events.
- Ensure planning documents are developed and kept up to date, determine appropriate event metrics in addition to fundraising targets.
- Manage budgets and contracts of all events and ensure fundraising/income targets are met.
- Collaborate and coordinate with Program Teams to ensure the seamless integration of events into the wider organizational operations and external relations.
- Prepare reports and debrief materials following events that incorporate event participants' feedback (e.g., through surveys).
- Support ad-hoc assignments as required.

### Requirements

- Work Experience: Bachelor's degree and 5 years related experience or equivalent combination.
- Organizational Skills & General Competence: Ability to manage and prioritize multiple tasks and events, maintaining proper documentation and ensuring timely follow-up even under pressure.
- Attention to Detail: Thoroughness and accuracy in preparing and reviewing event plans, budgets, rundowns, etc.
- Cultural Sensitivity: Awareness and understanding of diverse cultures, including the specific needs and challenges faced by refugees, asylum seekers and other marginalized groups in Hong Kong.
- Strong Communication & Teamwork Skills: Strong interpersonal skills and teamwork experience – including remote teams; effective verbal and written communication skills.
- Language Skills: Fluency in Cantonese and English is highly preferred.

How to apply: Please send your resume and cover letter to [career@branchesofhope.org.hk](mailto:career@branchesofhope.org.hk). **Christian applicants are encouraged to submit a statement of faith with their application.** Interviews will be conducted on a rolling basis.