



Program / Admin Support

As Branches of Hope works to support vulnerable and marginalized communities in Hong Kong, we are always looking for others to walk alongside us. The Program and Admin Support role is vital in facilitating our efforts and expanding our organizational capacity. We are seeking retirees, stay-at-home parents, and other professionals without a current full time position to contribute their skills in administration and program management, ideally for 1 - 2 days a week for at least 3 months.

Role profiles depend on the skills, experience and interest of potential candidates, but include:

- Coordinating program activities: Assist in planning and executing events, workshops, and outreach initiatives.
- Administrative tasks: Help maintain records, manage schedules, and support communication with stakeholders.
- Community engagement: Support our team in outreach efforts to connect with participants and partners.
- Feedback collection: Gather and analyze feedback from participants to improve our programs.

Key qualifications include strong organizational and multitasking skills, excellent communication skills, proficiency in Microsoft Office and basic data management, a proactive attitude, and the ability to work both independently and collaboratively with a team.

What impact will this have?

By volunteering in this role, you will play a key part in enhancing our program's effectiveness, ensuring that we can reach and support more individuals in need. Your contributions will help us maintain high-quality services and foster community connections.

How can you get involved?

If you have the skills and experience we are looking for, sign up to become a volunteer in our Program and Admin Support role and help us make a difference! For inquiries, please reach out to lchan@branchesofhope.org.hk.