



北山堂基金
Bei Shan Tang Foundation

JOB OPPORTUNITY - Programme Manager / Programme Coordinator

The Foundation

Bei Shan Tang Foundation is a Hong Kong based charitable institution founded in 1985 by Dr. J. S. Lee. The Foundation dedicates to the promotion and development of Chinese art and culture as well as education in Hong Kong, through organizing and funding both local and international programmes.

Job Duties

The Foundation is now looking for a Programme Manager/ Coordinator in managing educational initiatives and programmes. The appointee will be required to:

- assist in planning, developing and implementing Foundation's programmes relating to education, including Positive Education, scholarships and professional developments for local educators
- prepare programmes' budgets
- oversee the implementation of granted programmes/projects by reviewing progress reports and conducting site visits
- arrange and coordinate Foundation's activities, such as lectures, seminars, workshops and study group visits in both Hong Kong and overseas
- build connection and maintain close relationship with scholarship recipients, grantees and professionals
- maintain and update the content of the website of the Positive Education initiative
- provide administrative support to the Foundation, and perform any other duties as assigned by Directors

Requirements:

Applicants should have:

- a recognized degree in psychology, education, social sciences or related disciplines
- preferably five years of relevant experience in the field of education, candidates with less experience may be considered for the position of Programme Coordinator
- excellent command of both written and spoken English and Chinese
- proficiency in basic MS computer applications: MS Word, Excel, Powerpoint, Outlook, and knowledge of website maintenance

- highly motivated and organized
- ability to work independently and as part of a team
- good communication and interpersonal skills
- interest to work in the field of education and non-profit organization

Remuneration

Remuneration is negotiable based on the applicant's experience and qualifications

Notes

The appointment is on three-year term, the position may be renewed subject to operational needs and mutual agreement.

Only shortlisted candidates will be contacted.

Contact

Interested parties please email personal resume with starting date of availability to Ms. Carmen Yau at cyau@beishantang.org **on or before Friday, June 30, 2017.**

Data collected will be used for recruitment purpose only.



JOB OPPORTUNITY - Assistant Programme Coordinator

The Foundation

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Job Duties

The Foundation is now looking for an Assistant Programme Coordinator to assist the Foundation team on secretarial and administrative tasks as well as to coordinate programmes administrated by the Foundation, which include the following:

- maintain the Foundation's filing system (both online and offline)
- schedule and coordinate meetings
- prepare meeting materials, minutes and meeting notes
- arrange and coordinate Foundation's activities, such as lectures, seminars, workshops and study group visits in both Hong Kong and overseas
- prepare programmes' budgets
- build connection and maintain close relationship with scholarship recipients, grantees and professionals
- maintain and update the Foundation's websites
- make travel arrangements for staff
- provide administrative and logistic support to the Foundation

Requirements:

Applicants should have:

- a recognized degree in art, humanities, social sciences or related disciplines
- interest to work in an art, education and non-profit organization
- excellent command of both written and spoken English and Chinese
- proficiency in basic MS computer applications: MS Word, Excel, Powerpoint, Outlook, and knowledge of website maintenance
- highly motivated and organized
- ability to work independently and as part of a team
- good communication and interpersonal skills

Remuneration

Remuneration is negotiable based on the applicant's experience and qualifications

Notes

The appointment is on two-year term, the position may be renewed subject to operational needs and mutual agreement.

Only shortlisted candidates will be contacted.

Contact

Interested parties please email personal resume with starting date of availability to Ms. Carmen Yau at cyau@beishantang.org **on or before Friday, June 30, 2017.**

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