

## **Career Opportunity with an Educational non profit organization**

CEO Global Education Foundation Limited: Established in Hong Kong in 2005 as an educational non-profit organization, CEO Global focuses on effective servant leadership and transformational character development with an emphasis on the foundations of servant-hood, leadership, character and integrity. CEO Global seeks to instill university students with positive values so that they may bring positive impact in their spheres of influence and chosen professions.

We now run courses in 5 of the major universities in HK and are looking for a new graduate to assist in the role of a Program Coordinator. We welcome applications from anyone with a heart to work for a non profit organization.

### **Role**

The job holder is responsible for assisting in coordination of our flagship leadership development program (“The Way To Success (TWTS)”) and related activities at the universities. Guidance and direction are provided by the Associate Director.

Successful applicant will be involved in:

- TWTS course/program coordination
- Summer Camp coordination & arrangement
- Administrative assistance
- Web-site maintenance
- Preparation of funding applications and subsequent reporting thereof
- External relationship maintenance (eg with staff of hosting organisations, teachers, mentors)

### **Benefits of this (typically) 1 or 2 year experience:**

- Personal development (especially soft skills needed for any successful career)
- Relationship building (both in terms of skills to do so and tangibly with a large network of successful mentors in different industries)

### **Desired Qualifications and Skills**

- Bachelor's Degree.
- Good communications and interpersonal skills.
- Proficiency with MS Office Suite especially Word, Excel and PowerPoint.
- High proficiency in spoken English and Mandarin.
- Good writing skills in English and Chinese.
- Ability to work independently in a dynamic team

**Successful candidates should be:**

- Passionate in students' development
- Work with integrity
- Take initiative and ownership of duties

**Working Conditions**

- Work in office and off site.
- Standard 5-day week, but often Saturdays (during term time), with overtime hours to accommodate needs and activities, as needed
- Occasional travel to Mainland China

**Other:** This is a full time paid position

Applications to **[adminhk@ceoglobal.org](mailto:adminhk@ceoglobal.org)**

Deadline: ASAP