

If you are an adventurer, come and work with us.

Boaz believes every child can learn and every child has their own talent.

Our center is driven by our founder who successfully overcomes her learning difficulties (dyslexia) and wants to share her skills with children in similar situations. We aim to provide a fun, safe, open platform for children to develop their talents and learn to learn.

Job title: Chinese/English/Mathematics Learning Support Instructor Trainee (Special Needs)

Job level: Primary to Secondary School students with Special Needs (including Autism, AD/HD, Specific Learning Difficulties, etc.)

Job duties:

- To assist and/or teach in primary to secondary school level Chinese/English/Mathematics **learning support** programs
- To create and assist in teaching resources development
- To be responsible for lesson-related administrative work

Education:

- Bachelor degree holders with related subjects, preferably BA or Psychology.
- Registered Teacher or Social Worker would be an advantage.
- Proficiency in both written and spoken English and Chinese is required. **Fluency in Cantonese is a MUST.**

Location: Hong Kong

Employment: Full-time (Training will be provided)

Availability: 44 hours work per week; need to work on weekends

Character traits:

- **Adventurous, open-minded**, hard-working, initiative, **willing to try and learn from errors**
- **Passionate** towards kids with special needs and want to make a **CHANGE** in society.
- Able to hold events for developing students' **strengths**
- Excellent organization, interpersonal and multi-tasking skills, able to work under pressure
- Pleasant, efficient, enjoy working with young children.

Contact email: hr@boazeducation.com.hk

Contact Tel: 3996 9810 (Ms. Shum)

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Job title: Program Coordinator

Job duties:

- Communicate with stakeholders to arrange centre and school programs
- Handle school programs quotations
- Maintain strong relationship with clients and promote courses to relevant stakeholders
- Handle funding or competitions applications
- Draft email and other ad-hoc duties as assigned

Education:

- Associate Degree or above
- Proficiency in both written and spoken English and Chinese is required.
- Proficiency in **computer skill** is required, including MS Word, Excel, PowerPoint, Photoshop and Chinese Word Processing

Availability: 44 hours work (one and a half-day off) per week; off alternative weekends

Location: Hong Kong

Employment: Full-time

Character traits:

- Want to make a **CHANGE** in society and **passionate** towards kids with special needs
- **Adventurous, open-minded**, hard-working, initiative, **willing to try and learn from errors**
- Able to create and **improve procedures** at work
- Excellent organization, interpersonal and multi-tasking skills, able to work under pressure
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Job title: Operation Officer

Job duties:

- Manage class scheduling and communicate with parents, teachers, other clients and staff
- Manage general duties such as handling of telephone calls, mail/courier and greeting guests, office supplies ordering and control
- Handle payments and support accounting staff for book keeping and accounting, document control
- Help promoting courses and updating Facebook and website
- Other ad-hoc duties as assigned

Education:

- F.7 or above
- Proficiency in both written and spoken English and Chinese is required.
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