

JOB POSTING

Ref.: AHUB4/2020
Job Title: Communications Officer
Hours: 40 hours per week (may require to work in evenings and/or on weekends)
Employment: Full-time
Application Deadline: March 31, 2020

Qualifications:

1. Post-secondary education - Marketing or Communication is preferred;
2. 1-2 years relevant experience;
3. Keen interest in not-for-profit marketing;
4. Exceptional writing, editing and oral communication skills;
5. Understanding of social media marketing tools;
6. Experience fundraising, report writing;
7. Strong analytical and organization abilities;
8. Show creativity, tact and good judgment;
9. Self-starter with ability to work both independently and in a team, and to multi-task;
10. Ability to speak Cantonese or Mandarin or Vietnamese is preferred;
11. Excellent organizational skills, attention to detail;
12. Ability and willingness to work some evenings and weekends when needed.

Other Requirements:

All applicants **MUST meet the following eligibility criteria:**

1. Have a valid Social Insurance Number.
2. Successful candidate must provide a valid (dated within the last 120 days) and clear Police Vulnerable Sector Check (PVSC)

The duties include the following but not limited to:

1. Assist in programs planning and implementation;
2. Program promotion and recruitment;
3. Coordinate with community partners and sponsors;
4. Develop and execute a marketing and communication plan;
5. Promote programs/services to public and media;
6. Develop public relations materials;
7. Coordinate with volunteers and youth participants;
8. Act as ambassador for the organization;
9. Provide administrative support in program logistics and tracking program progress;
10. Perform other job related duties as assigned.

To apply: please email resume and cover letter in a **Single PDF document** to hr@acrossuhub.com by March 31, 2020, 5:00 p.m. (EST)

We thank all the applicants for their interest in this position but regret only those invited for interview will be contacted. NO Telephone Calls Please.