



Post Title	Website & Communication Coordinator
Report to	Administrative Manager
Job Summary	The Website & Communication Coordinator is responsible for assisting Administrative manager in organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.
Key Responsibilities	<ol style="list-style-type: none"> 1. Assist with development and management of website, CRM and social media strategy 2. Coordinates and complete website updates of new materials, refinement of existing materials 3. Coordinate any required website maintenance 4. Monitors the site for brand consistency, functionality of site, links and resources 5. Monitors best practices related to accessibility 6. Supports the data collection and program evaluation process 7. Good judgement, initiative and discretion in dealing with sensitive issues 8. Maintaining supporters' confidence and protecting operations by keeping information confidential. 9. Provide communication and promotion support for events 10. Maintain inventory of organization materials 11. Assist in office and facilities Management.
Qualifications:	<ol style="list-style-type: none"> 1. Bachelor's degree or Certificate/diploma in administration, communication, marketing, public relations. 2. 1 year of progressive and relevant work experience 3. Organization skills and dedication to complete projects in timely manner 4. Strong Work Ethic and trustworthy 5. Experience and knowledge of website management, WordPress, WIX, HTML, CSS, etc. 6. Proficiency in Microsoft Office, Adobe Creative Suite 7. Strong research and analytical skills 8. Good judgement, initiative and discretion in dealing with sensitive issues 9. Willingness to learn and make a positive contribution 10. Attention to detail and problem solving skills 11. Excellent oral, written and interpersonal communication skills 12. Capacity to keep pace with technological advances 13. Self-starter able to work under minimal supervision, multi-task and under pressure 14. Comfortable following written instructions and working with numbers 15. Ability to perform repetitive tasks in a consistent and accurate manner 16. Able to speak Cantonese or Mandarin will be preferred
Job Type:	Full-time
How to Apply	If you are interested in the above job opportunity, please send your resume and cover letter to hr@acrossuhub.com before January 31, 2022 at 5:00 p.m (EST)
Other Information	Across U-hub is an equal opportunity employer and welcomes applications from all interested parties. We thank everyone for taking the time to apply; only selected candidates will be contacted. No agencies, please.