

POSITION OF PROGRAMME ASSOCIATE

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. Recognised as a thought leader in responsible and inclusive business in Asia, we are looking for a Programme Associate to support Community Business in maintaining our position as a thought leader in responsible and inclusive business in Asia. This is a role ideally suited for a professional who is self-motivated and passionate about impacting positive change.

Key Responsibilities

This is a full time role reporting to a Senior Manager. The Programme Associate is responsible for providing key support for the programmes and campaigns of Community Business. This role includes, but is not limited to the following responsibilities:

- Contributing to Community Business research and publications.
- Supporting the execution of Community Business responsible business and diversity and inclusion strategy.
- Planning and execution of the yearly activity plans of respective teams, including member meetings, workshop series across Asia, research, regular check in calls, informal networking events, marketing, etc.
- Maintaining the membership databases for respective teams including keeping contacts and meeting notes up to date.
- Drafting copy for newsletters, websites, social media, including creating forms using our content management system.
- Managing content of websites.
- Providing administrative and logistics support to events, workshops, seminars, etc.

Selection Criteria

Candidates should possess the following qualifications and attributes:-

- Degree holder or equivalent.
- Passion for the subject of diversity and inclusion, and responsible business.
- Ability to multi-task and balance multiple projects and different priorities concurrently.
- Self-motivated, with ability to work independently under time pressure as well as a strong team player.
- Has a critical mind, be creative thinking and good at problem solving.
- Resilient, able to adapt to different situations and enjoy working in a dynamic, stimulating and fast-moving environment.
- Analytic and can work with data for quantitative and qualitative analysis.
- Confidence to communicate and interact with key stakeholders - both internally and externally.
- A strong attention to detail - experience with proofreading and reviewing an advantage.
- Strong English language skills - both written and verbal.
- Fluency in Cantonese and Mandarin, with ability to read / write Chinese an advantage.
- Experience of working in the corporate sector would be an advantage.
- Has a high degree of proficiency in Outlook, Word, Excel and PowerPoint.

Salary

Salary will be commensurate with the relevant experience of the successful candidate.

Dates

Deadline for application: By **Wednesday, 12th July, 2017**
Starting date: As soon as possible

Application Procedures

Please send your curriculum vitae (resume) together with a cover letter explaining the extent to which you meet the selection criteria. Applications that do not include a relevant cover letter will **NOT** be considered. Please also indicate your present and expected salary and date of availability.

Please send your application to Miss Charissa HO, Senior Manager, Operations at charissa.ho@communitybusiness.org with "Application for Programme Associate" on the subject line. Please note that posted letters will **NOT** be considered. Due to limited resources, Community Business will only contact short listed candidates.

Short listed candidates will be contacted by Community Business for interviews which will be held in Hong Kong. Personal data collected will be used for recruitment purpose only.

About Community Business

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. A recognised leader in advancing responsible and inclusive business practices in Asia, Community Business facilitates networks, conducts research and events, leads programmes and campaigns and provides training and consultancy. Our focus on responsible business is aligned to 5 mission-led themes:

- Building responsible leadership
- Investing in local communities
- Tackling workplace inequality
- Ensuring employee wellbeing
- Promoting social inclusion

Founded in 2003 and based in Hong Kong with a presence in India and the United Kingdom, Community Business works with companies of all sizes and from diverse industries across Asia, harnessing the power of business to drive social change.

For more information, please visit <http://www.communitybusiness.org>.

At Community Business we embrace diversity and are an equal opportunity employer. We provide an open, supportive, and inclusive workplace culture where every employee can be themselves and realise their potential.