

## **VOLUNTEER – FOR POSITION OF LGBT+ AND DISABILITY ASSISTANT**

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 passionate Volunteer LGBT+ and Disability Assistant.

### **Key Responsibilities**

- Conduct background research.
- Support project managers in drafting documents.
- Update social media platforms and website with relevant information.
- Provide administrative and logistical support for events, activities, meetings, etc.
- Perform ad hoc duties as assigned.

### **Selection Criteria**

- University student / graduate or above.
- Good command of spoken, listen, and written English.
- Willing to learn, Can-Do attitude, and reliable.
- Strong interpersonal & communication skills
- Passion for the subjects of LGBT+ and disability.
- Proficiency in Microsoft Office (specifically Word, PowerPoint, and Excel) is an advantage.
- Experience in LGBT+ and disability issues is an advantage.
- Available part-time for a minimum of 3 months is an advantage.
- Flexible hours, working part-time 2 to 3 workdays per week, able to work full-time daily is an advantage.

### **Application Procedures**

Please send your curriculum vitae (resume) with your availability by email to [volunteer@communitybusiness.org](mailto:volunteer@communitybusiness.org) with “**Application for Volunteer - LGBT+ and Disability Assistant**” on the subject line. Please note that posted letters will **NOT** be considered.

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

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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.