

EVENT MANAGER

(Volunteer, part-time)



About Enrich

Enrich is a fast growing, dynamic charity working to promote the economic empowerment of migrant domestic workers in Hong Kong. Established in 2007, Enrich provides financial literacy, business development and empowerment education programmes that allow migrant domestic workers to take greater control of their finances and secure the futures of their families.

Location: Enrich Centre, 1102 Enterprise Building, 228-238 Queen's Road Central, Hong Kong

EVENT MANAGER

We are celebrating our tenth year anniversary this year and are seeking an enthusiastic and skilled volunteer Event Manager to coordinate the number of large scale events we will be running in 2017. We can offer a flexible working arrangement for the right candidate. We are looking for a candidate who can commit to a minimum of six months.

Key responsibilities:

- Organise, plan and conduct events related to our tenth year anniversary, including our annual birthday event, various fundraising events, the launch of a play and radio programme.
- Oversee the logistics for four large scale outreach events on Sundays
- Recruit and liaise with volunteers to assist with event support on weekends
- Coordinate corporate volunteers where needed
- Liaise with the External Relations Officer and Senior Programme Manager.

Essential:

- Strong event management experience, including track record of overseeing and delivering events
- Excellent communication and organization skills
- Project and time management skills
- Well-organised, self-starter, team-player and able to work independently;
- Fluent in written and spoken English.

Desirable:

- Passion for migrant women's rights
- Fluency in spoken and written Cantonese
- Knowledge of the corporate sector in Hong Kong
- Experience working with the NGO sector.

Benefits:

- Make an invaluable contribution to migrant domestic worker rights in Hong Kong
- Be part of a passionate team at a young, fast-growing, dynamic charity

How to apply:

All interested applicants should send a copy of your CV to info@enrichhk.org with a short paragraph on why you are interested in this role by **February 6th 2017**.

Personal data collected will be used for recruitment purposes only.