
Africa Center Hong Kong

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Job Description: Project Assistant

Position: Project Assistant

Organization: Africa Center Hong Kong

Location: Remote

Summary:

Africa Center Hong Kong is seeking a dedicated and dynamic Project Assistant to support and oversee the implementation of our diverse programs and initiatives. The Project Assistant will play a pivotal role in facilitating the smooth execution of various projects, events, and activities aimed at promoting African culture, fostering community engagement, and advancing social initiatives within the Hong Kong context. The ideal candidate should possess strong organizational and interpersonal skills, a passion for African culture and community development, and a demonstrated ability to work collaboratively with diverse stakeholders.

Responsibilities:

Project Coordination:

- Assist in coordinating project activities, timelines, and resources to ensure successful execution.
- Collaborate with team members to facilitate effective project planning and implementation.
- Help monitor project milestones and deliverables, ensuring adherence to set schedules.

Administrative Support:

- Provide administrative assistance, including scheduling meetings, preparing meeting agendas, and taking minutes.
- Maintain project documentation, files, and records in an organized and accessible manner.
- Assist in drafting project reports, presentations, and other relevant materials.

Stakeholder Engagement:

- Liaise with internal and external stakeholders to ensure effective communication and collaboration.
- Assist in coordinating meetings, workshops, and events involving project stakeholders.
- Handle inquiries and requests related to project activities in a timely and professional manner.

Team Collaboration:

- Work collaboratively with the project team, providing support and sharing ideas to improve project outcomes.

-Contribute to a positive and constructive team environment.

Requirements:

- Bachelor's degree in a relevant field such as social sciences, international relations, cultural studies, community development, or a related discipline.
- Demonstrated experience in program coordination, community engagement, or event management.
- Passion for African culture, community development, and social initiatives.
- Excellent organizational and time management skills, with the ability to handle multiple tasks and deadlines effectively.
- Strong interpersonal and communication skills, with the ability to work collaboratively with diverse stakeholders.
- Proficiency in English is required.
- Willing to develop familiarity with Hong Kong's cultural landscape and interest in working with diverse communities will be an added advantage.

How to Apply:

Interested candidates are invited to submit their updated CV, a cover letter outlining their relevant experience and interest in the position, previous and expected salary, and contact details of at least two professional references to africacenter.hongkong@gmail.com. Please include "Project Assistant Application" in the subject line. Applications will be accepted until 15 August. Only shortlisted candidates will be contacted for interviews. Also please state your previous and expected salary in your application.