



禧福增聘同工

1. Executive director

The responsibilities would include:

- Managing all aspects of our organization's services, including IT systems and infrastructure, financial reporting and budgets, human resources policies and talent acquisition.
- Addressing strategic and operational issues, working to resolve challenges and remove obstacles impeding organizational goals.
- Ensuring compliance with relevant laws and regulations across all departments.
- Establishing and enforcing policies, procedures, and controls to promote effective governance, risk management and transparency.
- Analyzing key performance indicators to identify areas for improvement and drive optimization.
- Building and maintaining relationships with external stakeholders such as donors, partners, and churches.
- 10+ years of experience in a director or VP role at a large corporation, with a proven track record of driving operational excellence through governance, process improvement and change management.
- Experience within social enterprise, nonprofit or impact investing is a plus but not required.
- Ardent Christian is a must. No age limits for competent candidates. Dependable volunteers, part time or flexi hours worker admissible.

2. 事工行政助理 (全職或部份時間)

- 撰寫文章、會議記錄、單張及宣傳活動內容等
- 設計海報及福音單張
- 安排活動 (Event planning)
- 收集單據，輸入財務電腦資料及製作月報
- 俱備基本會計概念更佳
- 大學或以上程度，最少3年工作經驗
- 熟悉Ms Word, PowerPoint, Excel，有排版和平面設計經驗、中文書寫及輸入良好、中英文打字
- 高效率，能在壓力下工作，獨立、同時處理多項任務
- 認同禧福理念、有責任感、熱誠上進、主動勤奮、有事奉熱忱
- 佐敦區

3. 學院教務文員 (全職或部份時間均可)

工作內容及資格：

- 中六或以上學歷，最少1年工作經驗。
- 熟悉文書處理軟件:MS office (Word, Excel, PowerPoint, etc), 中英文打字
- 負責處理電腦資料及文件存檔
- 著重團隊精神、認同禧福理念、有事奉熱忱
- 有事奉心志、富責任感、細心開朗、謙卑受教、主動積極
- 佐敦區、銀行假期

應徵職位(1 - 4)者，請將履歷電郵至hr@jubileehk.org 或致電 3583 9304 鄭小姐。

(所有職位申請書僅供本機構招聘用途。)