

Community Engagement Officer (Ref: 2500733)
Department of Early Childhood Education

The appointee will be responsible for providing strategic support to the engagement with local community and mainland China for the Department of Early Childhood Education.

The appointee will plan and implement strategies to promote the department's engagement activities, including daily marketing, programme promotion, outreach activities; provide supervision and guidance for subordinates, and administrative support; and handle duties as assigned by the supervisor. The appointment will be for a period of 24 months, with the possibility of renewal subject to mutual agreement.

As a team player, the appointee will also be expected to manage vendors and service providers to ensure high quality output for publicity materials; to prepare and review the budget and marketing plan; to produce compelling content and layout in written, visual, and video formats for the use in multiple communication channels, including print and online publication, websites and social media platforms; to organise conferences, online and/or on-site programme talks, student activities and alumni events; to conduct print, online and social media campaigns; and to communicate regularly with stakeholders of local community and mainland China.

Applicants should have a bachelor's degree in Marketing, Communication, Journalism, Education or a related discipline, with at least 2 years of post-qualification and full-time relevant work experience, as well as some managerial experiences, preferably in tertiary institutions or public organisations. Applicants should possess highly verbal and written proficiency in English and Chinese (including Putonghua), and computer and design applications such as Microsoft Office, Canva. Applicant with strong communication, writing and project management skills, who is proactive, innovative, and able to work under pressure, will be prioritised.

Prior experiences in event management, social media management, particularly on platforms such as Facebook, Instagram, WeChat, RedNote, familiarisation with graphic design software or promotion for academic programmes and tertiary institutions will be an advantage. Immediate availability is preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Project Officer in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **30 July 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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