



## Community Engagement Officer (Ref: 2600057) Department of Early Childhood Education

The appointee will be responsible for providing strategic support to the engagement with local community and Chinese Mainland 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.

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 Chinese Mainland.

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 supervision experiences, preferably in tertiary institutions or public organisations. Applicants should possess high verbal and written proficiency in English and Chinese (including Putonghua), strong communication, writing and project management skills, and be proactive and able to work under pressure. Being familiar with computer and design applications, such as Microsoft Office and Canva, will be an advantage.

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.

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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](#) and upload a full CV on or before **11 February 2026**. 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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