

Save the Children Hong Kong is now looking for an independent consultant to support our upcoming events.

Purpose:

The consultant will support the management, implementation and other related works.

Scope of Work and Tasks

To support the team in planning and organizing various events

- Plan, organise and execute events including supplier liaison, attendees, internal planning, onsite setting, F&B and on the day delivery of the events
- Develop, manage and work with corporate sponsors for events
- Implement SCHK events such as conference, seminars, exhibitions, luncheons and dinners
- Prepare presentations, corporate premiums, souvenirs, trophies and promotion materials
- Develop content, proof-read and edit marketing collaterals
- Translate marketing and communications materials as and when required
- Support the development of best practices and standards for event management

Duration: February 2023 - May 2023 (to be renewed subject to the progress and performance).
Expected to work around 120 hours per month

Potential Deliverables:

Event proposals, implementation plans, marketing materials.

Qualification Requirements

- Degree holder in Marketing, Business Administration, Events and PR/Marketing Communications or related discipline
- Relevant working experiences, preferably with experience in marketing/events in the non-profit as well as managing vendors and/or business partners
- Excellent command of both written and spoken Chinese (Cantonese) and English.
- Capable to prioritize tasks and adapt to sudden changes of work requirement, such as putting up an appeal within 48 hours during onset of emergencies / large scale disasters
- Strong organization and communication skills

- Responsible, detail-oriented and able to work under pressure and handle multiple tasks independently and be a team player
- Good Project Management skills
- Knowledge on design software preferred, ie: Photoshop or Adobe Illustrator
- Lots of initiatives and with a can-do and adaptable attitude

Interested parties, please apply by sending your application to hkcareers@savethechildren.org