HELP for Domestic Workers provides invaluable free advice and assistance on employment, immigration and human rights issues to domestic workers in Hong Kong.

We are looking for a communications professional to work closely with the HELP Board and to support us in the development and implementation of communications strategies that ensure that we are visible to the community that it is our mission to serve and to enable us to raise public and donor awareness of our work and the issues affecting our clients.

**Key Responsibilities:**

* To support the HELP Board in the development and implementation of an integrated communications strategy, including social media strategy.
* To develop HELP’s publications content including social media, annual reports, newsletters and other publications
* To update and manage online media platforms (e.g., website, Facebook, Twitter, LinkedIn ) to ensure content is posted regularly, accurately, and engages with target audiences
* To write and edit press releases
* To work with the Fundraising Manager to develop communications materials for events
* To be responsible for the management and maintenance of mailing and contact lists and to support the implementation of a fundraising database.

**Skills & Experience**

* Relevant experience of working in a communications, marketing or associated role.
* Strong writing and editing skills.
* Strong organisation and project management skills.
* Strong attention to detail
* Strong interpersonal and communication skills and the ability to contribute to a culture of collaboration and teamwork in a diverse environment
* Passion and dedication to the cause.
* Excellent written and verbal English language skills are essential, Cantonese and or Mandarin language skills would be an advantage.

**Volunteer Working Hours and Location**

* Flexible to meet individual needs.