



## Health In Action

### Position Title: Community Organizer (Ref:202501/DHC\_HCC/CO)

#### **Brief Description of Health In Action:**

Health In Action (HIA) is a non-profit organization and registered charitable organization in Hong Kong since its establishment in 2011. Our vision is to achieve health for everyone in the society. Our transdisciplinary team includes nurses, physiotherapists, pharmacists, dietitian, nutritionists, social workers, public health officers and health coaches. We aspire to promote a health city in Hong Kong through cycles of service, research, advocacy, and training. You can also visit our website <https://hia.org.hk> or our Facebook <https://www.facebook.com/HIAHK/> for further information on HIA.

#### **Brief Description of the Healthy Compassionate Community Project**

Healthy Compassionate Community is a two-year project that leverages the Asset-based Community Development (ABCD) approach to enhance community health in Kwong Fai Circuit. The initiative focuses on identifying and incubating key community stakeholders, transforming them into valuable community assets. By fostering connections among these stakeholders, the project aims to promote health through a variety of group programs, engaging community activities and targeted health campaigns.

Additionally, Health In Action's transdisciplinary team, along with dedicated volunteers, will operate street booth services to provide accessible health information and resources directly to the community. This comprehensive strategy not only empowers residents but also strengthens community ties, fostering a collaborative environment that prioritizes health and well-being.

#### **Key Responsibilities:**

- Oversee program operations for target groups, organizing volunteers and partners to execute community activities, services, and campaigns.
- Connect Health In Action with various community stakeholders to build networks and partnerships.
- Liaise with external partners, including NGOs and community groups, to organize healthy lifestyle programs.
- Assist in coordinating Health In Action's service support and operations, ensuring proper execution of administrative and operational procedures.
- Support the Project Manager in monitoring project objectives, outputs, and outcomes, and compile statistics for project reporting.
- Help ensure compliance with procurement and financial handling procedures according to HIA's Policies and Guidelines.
- Undertake any additional duties as assigned by HIA.

## Requirements:

### *Qualifications:*

- Education: Sub-degree or higher in social work, social science, community health, public health, or a related health discipline.

### *Experience:*

- Minimum of 2 years of relevant working experience, preferably in community development projects, community-based healthcare services, or community health practices.
- Experience in project management is advantageous.

### *Skills:*

- Strong ability to work independently and demonstrate initiative.
- Highly attentive, flexible, and capable of multitasking.
- Excellent communication and interpersonal skills, with a strong aptitude for problem-solving.

### *Language Proficiency:*

- Fluency in written and spoken Cantonese, Putonghua, and English.
- Technical Skills:
- Proficient in standard computer applications, including Google Workspace, Canvas, and Microsoft Office.

### *Availability*

Available for a 5-day work week, including 1-2 night shifts until 9 PM on weekdays and 1-2 weekend shifts per month.

## Job Highlights

- Full-time position: 5-day work (45 work hours including lunch)
- Workplace location: Close to Kwai Hing MTR Station (5-minute walk distance)
- We offer a competitive remuneration package including:
  - 15-day annual leave (increasing 1 day per year)
  - Study leave
  - Birthday leave
  - Maternity /Paternity leave
  - Marriage leave
  - Compassionate leave
  - Family care leave
  - Training allowance
  - Medical & dental subsidy scheme

**Application Deadline: 5 February 2025 or until the position is filled, whichever is earlier**

Interested candidates may send their resume, current & expected salary, and the earliest availability to [hr@hia.org.hk](mailto:hr@hia.org.hk)

## Personal Information Collection Statement

Data collected will only be used for application processing. Applicants not contacted by Health In Action within four weeks of the application may assume that their applications are unsuccessful. All personal data collected will be kept for 12 months from the application closing date and will be destroyed thereafter.