



**Position Title: Community Organising Officer (Ref: 202508/FTI CTF/COO)**

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

Health In Action Limited (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 comprised of pharmacists, physiotherapists, nurses, dietitians/nutritionists, social workers, health coaches, public health officers, and community health officers. We are dedicated to promoting health equity in Hong Kong through innovative services, research and knowledge management, engagement and partnership, and training and incubation. You can visit our website <https://hia.org.hk> or our Facebook <https://www.facebook.com/HIAHK/> for further information on HIA.

**Job Summary**

We are seeking a motivated and community-minded Community Organising Officer to join our team. The successful candidate will assist in building strong community networks, support volunteer engagement, and facilitate health checks and interventions that promote health ownership among service users.

**Key Responsibilities:**

- 1) Assist in developing community networks and fostering mutual gain partnerships to support social prescribing.
- 2) Support volunteer engagement, including recruitment, training, and capacity building of health enablers.
- 3) Facilitate health check practices and provide timely interventions to promote health ownership among service users.
- 4) Work with the transdisciplinary team to coordinate enabling activities, events, and community-based interventions.
- 5) Perform other duties as assigned by the agency.

**Qualifications:**

- Preferred Education: Associate Degree / Higher Diploma / University Degree in Social Sciences, Social Work, Public Health, Health Education, or other related disciplines.
- Additional Merit: Training or experience in community organising, volunteer management, or health promotion is an advantage.

**Experience:**

- Open to fresh graduates and candidates with relevant experience. Prior involvement in community health, social prescribing, or volunteer coordination is a plus. Enthusiasm, willingness to learn, and a proactive attitude are highly valued.

**Skills:**

- Interpersonal Skills: Strong ability to build rapport and work effectively with diverse community members.
- Personal Qualities: Self-motivated, adaptable, and passionate about community engagement.
- Teamwork: Ability to work collaboratively in a multidisciplinary environment.
- Organizational Skills: Well-organized, flexible, and able to handle multiple tasks.
- Communication Skills: Good written and spoken communication abilities, with problem-solving aptitude.

**Language Proficiency:**

- Language Requirements: Fluency in written and spoken Cantonese, good command of Putonghua and English.

**Technical Skills:**

- Proficient in standard computer applications, including Google Workspace and Microsoft Office.
- Capable of using Canva or other relevant design software to prepare posters, leaflets, presentation slides, and related materials with clear and attractive presentation.
- Able to utilise online media platforms regularly for community engagement and health promotion.

**Job Highlights**

- Full-time position: 5-day work (45 work hours including lunch) including 1-2 night shifts until 9 PM on weekdays and 1-2 weekend shifts per month
- 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:** **3 September 2025** or until the position is filled.

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 Limited 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.