

JOB ADVERTISEMENT

Communication Coordinator (full time)

The Heinrich-Böll-Stiftung (hbs) is a non-profit organisation that is part of the global Green movement. Based in Berlin, Germany, hbs has a network of over 30 offices around the world.

In 2019, hbs opened Heinrich-Böll-Stiftung Asia Limited, a new regional office in Hong Kong. Our Hong Kong office hosts the Asia Global Dialogue programme, which seeks to promote engagement between Europe and Asia on developing and transformative trends in Asia. We aim to bring together stakeholders, experts and academics from various disciplines with common points of interest. In order to facilitate fact-based exchanges and networking, we support research, analysis and publications.

We are looking for a **Communication Coordinator (full time)** as of **immediately**.

The tasks include:

- Support the development of high quality communication output and communicate it online and offline with our audiences in Asia and Europe
- Ensuring communication output & quality in line with hbs communication guidelines and corporate identity
- Liaising with the HQ communication department and other international offices on publications and events
- Support the editorial process of hbs publications
- Managing communication-related service providers e.g. video editors, with an option to create own contents
- Creation of text, image and multimedia content for website and social media platforms
- Support newsletters creation
- Providing technical support with online seminars, e.g. Webinar, Zoom
- Ongoing support for updating and implementing hbs' communication strategy
- Monitoring the media landscape in Hong Kong and the region and advise the office on upcoming trends

Your Profile:

- University or equivalent degree, preferably in areas of journalism, communications, social science or similar
- 3 years professional experience or proven track record
- Excellent knowledge of English; knowledge of an additional regional language is an asset
- Solid writing and editing skills of preparing online and offline text and content
- Experience with social media tools and content management systems such as Drupal
- Knowledge of multimedia content production including video and animation
- Creative skills: Layout, design of post for social media and multimedia
- Experience with Adobe software (e.g. Photoshop, Premiere Pro, InDesign) would be a plus
- Knowledge of the regional media landscape
- Strong intercultural & social skills; Good team spirit
- Share the values and goals of the Heinrich Böll Stiftung

What we offer:

- A two-year contract, with an option for renewal
- 13th month salary & medical insurance
- A dynamic and international work environment in an organisation with 33 offices around the globe
- A work environment in a small team with the opportunity to bring in your own ideas

Please send your application, including motivation letter, detailed CV, expected salary and availability to:
recruitment@hk.boell.org