

**Project Officer (Ref: 2501020)**  
**Faculty of Humanities**

**Position Overview**

The appointee will be responsible for providing comprehensive project management and coordination support for an innovative humanities sustainability initiative that integrates cultural research, environmental education, and community engagement. Duties include coordinating sustainability-focused cultural programs, educational workshops, and community outreach activities; supervising a project assistant and other student helpers when necessary; developing and managing partnerships with local organizations, social enterprises, and environmental groups; preparing project proposals, funding applications, and progress reports to support grant applications and stakeholder communications; facilitating cross-sectoral collaboration between academic institutions, community partners, and government agencies; coordinating program promotion through social media platforms and digital content creation; managing logistics for cultural tours, experiential learning activities, and educational events; overseeing participant engagement in sustainability projects and community-based learning initiatives; maintaining social media, content creation, and digital marketing strategies; performing project administration duties including budget management, timeline coordination, and quality assurance processes; and liaising with students, faculty members, community organizations, NGOs, and external stakeholders as required.

**Essential Requirements**

Applicants should have a recognised Master's Degree in Cultural Studies, Environmental Humanities, Education, or related interdisciplinary field, with at least 3 years of full-time relevant post-qualification working experience in project management, preferably related to educational programming, cultural research, community engagement, or sustainability initiatives in tertiary institutions or community organizations. They should have demonstrated experience in social innovation projects, cultural programming, or environmental education; excellent communication and interpersonal skills with proven ability to engage diverse community stakeholders; be highly proficient in both written and spoken Chinese (including Putonghua) and English; possess strong organizational and coordination abilities with experience managing multiple projects simultaneously; be attentive to details and able to work under pressure while maintaining quality standards; demonstrate proficiency in social media management, content creation, and digital marketing strategies; show evidence of successful partnership development and stakeholder relationship management; and possess a high level of computer literacy including project management software, MS Office Suite, and basic graphic design capabilities. The candidate should be self-motivated, culturally sensitive, well-organised, passionate about sustainability and community empowerment, and able to work both independently and as an effective team player in an interdisciplinary academic environment.

---

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **25 September 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**