

Community Engagement Assistant (Ref: 2501086)
Department of Early Childhood Education

The appointee will be responsible for providing tactical support to the engagement with local community and mainland China for the Department of Early Childhood Education.

The appointee will handle tasks to promote the department's community engagement activities, including daily marketing, programme promotion, outreach activities; to provide writing, editing and administrative support; and handle duties as assigned by the supervisor.

As a team player, the appointee will also be expected to produce compelling content in written and visual formats for the use in multiple communication channels, including print and online publication, websites and social media platforms; to conduct tasks for online and social media promotion campaigns; to assist in organising and coordinating for different online and offline events, including programme info talks, online thematic talks, outreach activities, annual local conferences, and to provide support to and work with other team members and colleagues.

Applicants should have a bachelor's degree in Marketing, Communication, Journalism, Education or a related discipline, preferably with some relevant post-qualification work experience in tertiary institutions or public organisations.

Applicants should possess highly verbal and written proficiency in English and Chinese (including Putonghua), and computer and design applications such as Microsoft Office, Canva. Applicant with strong writing, communication and interpersonal skills, who is proactive, innovative, and able to work under pressure, will be prioritised.

Prior experiences in journalism, translation, social media management, and familiarisation with graphic design software or promotion for academic programmes and tertiary institutions will be an advantage. Immediate availability is preferred.

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 appointee will hold a substantive rank of Project Assistant in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **31 October 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.

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

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