



Arts with the Disabled Association Hong Kong (ADA) is a NGO with the mission to promote equal opportunity to people with disabilities to have access to and excel in the arts; and advocates an inclusive society through the arts. We invite the candidates with high caliber to apply for the following position:

Assistant Project Officer (Social Enterprise) (10 months)

Responsibilities:

- Assist Project Manager to arrange and implement all programmes
- All logistics and material arrangement
- Book-keeping
- Join all training programmes for onsite support

Requirements:

- 1-2 years of working experience on arts activity implementation
- Have experience in arts training project
- Willing to work overtime and weekend if necessary.
- Have experience in Elder services

Qualified candidates are invited to apply with full resume, stating present and expected salary to Administration Manager, ADA, 4/F Causeway Bay Community Centre, No. 7 Fook Yum Road, Causeway Bay, Hong Kong or via email to recruit@adahk.org.hk on or before **26th September 2020.**

(All information collected for recruitment purpose only)