
Campaign Champion/ Team Leader (Full/ Part Time)

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Main Responsibilities:

- To engage public and/or donors for Save the Children's vision through different channels including on the street, at schools or conduct information sessions with corporations
- Strengthen and enrich the public awareness of Save the Children Programs in HK and around the world
- Encourage public to become our sponsors to make the greatest impact to invest in our innovative community-based programs to address the unique needs of children

Job Specification:

- Share our vision – a world in which every child attains the right to survival, protection, development and participation
- F.5 or above
- Good communication and interpersonal skill, with responsible and positive attitude
- Experience in sales, non-governmental organization or fundraising activities preferred

Benefits:

- Monthly Salary up to \$12,000, plus performance bonus and other incentives
- 5 day work week
- Good career development and training opportunities
- Participate in various programs and activities of Save The Children Hong Kong
- Good performance staff will have the opportunity to visit children programs in the other countries
- 15 days annual leave per year and public holiday
- Medical benefits

Candidate with relevant background will be considered as Campaign Team Leader.

Donor Service Assistant

Main Responsibilities:

- Call centre assistance including inbound and outbound calls with donors and other customer services enquiries
- Handle new donor application received from all fundraising channels
- Maintain CRM database including manual input and software upload
- Handle donor receipts and invoice from other fundraising channels
- Respond and follow up with donor enquiries via email, phone, mail or other ways in timely and good customer services manner
- Assist in general office administration duties including daily mailing, document scanning and filing, cash and check deposit.
- Other ad hoc duties as assigned by the supervisor

Job Specification:

- 1-2 years' clerical working experience in Administration, with customer services and call centre experience is highly preferred
- Attention to details and customer service oriented with good telephone manner
- Good command of English and Chinese
- Diploma or above in any discipline