



# Good Hope School

Give Hope through Kindness

## Communications and Relations Officer

### Responsibilities:

- Assist in sponsoring the school's mission, values and goals through participating in the formulation and implementation of a communications strategy for the school;
- Improve and strengthen the existing network of the school's stakeholders, including the teaching and non-teaching teams, parents, past students, instructors, donors and the community at large;
- Prepare and disseminate communication and public relations materials on activities, events and campaigns of the school to her stakeholders through various social media channels and other publications;
- Oversee all creative inputs on the school's communications and publications; and
- Own and responsible for the enhancement and management of school website, edit and update its contents and maintain a proper documentation and archive system.

### Requirements:

The successful candidate should be an enthusiastic and forward-looking person with remarkable communication and inter-personal skills, who must also have:

- A bachelor degree in Communications or Journalism;
- Min. 2 years of solid experience in the relevant field;
- Advanced editorial and copywriting skills;
- Excellent command of written and spoken English & Chinese;
- Proactive, flexible, energetic and with ability in handling multi-tasks;
- Exposure in media and digital marketing is an advantage.

**Commencement date for work: 1 June 2018**

**Closing date of application: 25 May 2018**

Remuneration will commensurate with qualification and experience.

Interested candidates please apply to the Principal in writing, with a full CV and cover letter via email (Mailbox: [recruitment@ghs.edu.hk](mailto:recruitment@ghs.edu.hk)) or by post (Address: 303 Clear Water Bay Road, Kowloon).

(All personal data collected will be used for recruitment purpose only.)