

We are now looking for passionate and empathetic individuals, who have a learning mindset and an interest in embracing innovative education, to join us in the following role as we co-create better learning for the next generation.

Programme Officer

How you will make a difference:

- To assist in delivering events, activities or programmes for educators and the youth for reimagining education for the future
- To conduct necessary research to support programme development
- To coordinate and execute onsite and virtual events
- To liaise with different stakeholders to ensure smooth programme execution and logistics
- Perform any other duties as assigned

Who we are looking for:

- Bachelor degree holder or above in education, social sciences, humanities, cultural studies, or related disciplines
- Preferably with 1-2 years NGO working experience, fresh graduate will also be considered
- Passionate in education with the desire to drive positive change
- Experience in event management, research and analysis will be a plus
- Previous exposure in youth engagement, cultural exchange and learning in the community would be a bonus
- Proactive problem solver with ability to anticipate challenges and generate solutions
- Strong interpersonal skills with ability to communicate effectively both in writing and orally, with people from a range of backgrounds and positions internal and external to the organization
- Proficiency in English and Mandarin is a must
- Be able to work on flexible hours and travel to mainland China or overseas for programmes
- Immediate availability is preferred

If you fit the above descriptions, we invite you to apply by sending your cover letter and resume to info@ednovators.org. Please state your expected salary and availability.

Data collected will be used for recruitment purposes only. All personal data will be destroyed after 12 months.

visit www.ednovators.org/join-us/ for details!