

## Job Description

Job title/Position: Community Relations Administrative Assistant

Division: Institutional Advancement

Direct Supervisor: Community and Donor Relations Manager

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### Position Overview

The Community Relations Administrative Assistant supports the Institutional Advancement team to enhance community feel, promote the school's Culture of Philanthropy, process gifts of time, talent and treasure and liaise with and support the PTCO. The Community Relations Administrative Assistant will assist with management of the school's in-house shop, support events, manage data entry and reporting.

### Qualifications and Experience

A successful Community Relations Administrative Assistant will possess the following qualifications and experience:

- A commitment to the school's mission to provide a rigorous and inclusive international education.
- Strong written and verbal communication skills in English and preferably Cantonese or Mandarin.
- Exceptional organizational and management skills.
- Self-starting and adaptable mindset for varied tasks in a fast-paced work environment.
- Experience with GoogleDocs, word, and desktop publishing.
- Strong IT/database management experience.
- Experience working within a diverse team.
- Good judgment and confidentiality.

### General Responsibilities

- Assist Procurement Officer with orders/re-orders of publications and items for the hkaShop and special events.
- Assist incoming families with uniforms and kit.
- Support upkeep of hkaShop website and admin.
- Advancement and communications data entry and report generation.
- Assist with IA and PTCO events.
- Generate and track donor acknowledgements.
- Maintain e- and hardcopy files of communications and marketing campaigns and donor correspondence.
- Respond to media kit requests.
- Scan for media references for HKA and HKA's logo.
- Maintain a photo archive for easy access by others in school.
- Support IA calendar in Zenkit.
- Support IA master calendar and VC.
- Liaise with IT and registrar to ensure updates are made in VC.

- Produce print documents such as Diplomas and certificates.
- Assist Operations with Staff Photo Board and signage.
- Miscellaneous secretarial and other duties as assigned.

**Work Hours**

- 7:45 am - 4:00 pm from Monday to Friday with a 45-minute lunch break. Due to the nature of your role, some evenings and weekends for special events.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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