

Training Coordinator

Mind HK is a fast-paced, quick-growing mental health charity with a mission to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 30,200 people in mental health awareness, have 2,800,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Training is a core part of Mind HK's work as a preventative approach via mental health literacy and skills building for various target audiences including the public, schools, organisations and corporates. We are looking for a Training Coordinator to join our dynamic growing team. The role will play a pivotal position in our Training Team.

Job responsibilities:

Working closely with our Training team management, the Training Coordinator will:

- Coordinate and deliver training sessions and events for different stakeholders
- Responsible for client management, including but not limited to 1:1 sessions with clients
- Support documentation and database management for maintaining accurate and up-to-date training delivery, evaluation, and trainer records
- Support research and resource content development within the team
- Support in structuring internal staff trainings
- Support daily administrative and operational tasks for the Training Team
- Any other ad hoc tasks required by the Training Team and/or the organisation

We are looking for someone with:

- A relevant Bachelor's degree related to mental health, such as social work, psychology, counselling, etc.
- Relevant clinical or placement experience
- Experience handling administration work
- Experience delivering training sessions is desirable
- Excellent presentation and organisational skills
- Excellent attention to detail, and able to maintain accuracy in tasks
- Fluent in both written and spoken Cantonese and English; Mandarin will be an advantage
- Excellent time management in a flexible working environment
- Able to take initiatives independently
- Excellent knowledge of MS Office, Google Suite and Zoom
- Interest in mental health and a passion to contribute to raising awareness in Hong Kong

Terms:

Full Time (5 days per week); one year contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position is between 20,004HKD - 24,455HKD depending on the level of experience and competencies (according to our internal point system). Annual increment is based on our salary structure.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (full-time staff). In addition, employees receive up to 22 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions. Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

How to apply:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.

Application is on a rolling basis.