Research Assistant

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 25,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is seeking a passionate individual to assist in conducting research and other duties for the Improving Access to Community Therapies (iACT) project and other related projects. You will report to the supervisor from the iACT team and work closely with a range of team members.

Job Responsibilities:

- Assist in designing research studies, including translating questionnaires and conducting comprehensive literature reviews;
- Conduct data collection, subject interviews, and focus group discussions;
- Collaborate and liaise with research advisors, stakeholders, and collaborators;
- Support and assist in conducting mental health-related research, including data collection, management, analysis, and report writing;
- Conduct and actively support the recruitment of participants;
- Provide administrative and clerical support as needed to ensure smooth research operations; and
- Perform any other duties assigned by the supervisor(s).

Requirements:

- A recognized bachelor's degree or higher is required, preferably in Psychology, Statistics, Public Health, Mental Health, or related fields.
- Prior research experience, such as completing a thesis or conducting independent studies, is required.
- Proficiency in statistical analysis tools (e.g., SPSS, Jamovi, R) and advanced skills in using MS Excel or Google Sheets is required. Experience with Qualtrics is a plus.
- Excellent communication skills with the ability to work effectively in a team.
- Experience working on community projects is an advantage.
- Demonstrates agility, adaptability, and responsiveness.
- Fluent in both written and spoken English and Cantonese.
- An open mindset to learn new software and technology.

Terms:

Mind Mental Health Hong Kong Limited, HK registered Charity no. 91/16471
18/F One Capital Place, 18 Luard Road, Wan Chai, Hong Kong   Tel: +852 3643 0869
www.mind.org.hk

Full time (5 days per week); 1-year contract, renewal subject to review at contract end.

Salary and Benefits:
The starting salary for this position is between HKD 16,839 - HKD 20,004, depending on experience and competencies, based on our internal point system. Annual increments follow our structured salary framework.

Mind HK offers a 7-hour workday (with flexible hours within allocated time slots), 5 days per week for full-time staff. Our hybrid working model allows flexibility in working locations within Hong Kong, and for limited periods, outside Hong Kong.

Employees are entitled to 22 days of annual leave (prorated for part-time staff based on their working days), quarterly Mental Health Days, and medical insurance. As a learning organization, we provide development and well-being opportunities throughout the year, including up to 2 days of study leave and various training programs. Additional benefits include regular check-ins from clinical staff and staff well-being activities.

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.

Application:
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 (Both Cantonese and Mandarin) and English.

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