



**Yee Hong Community  
Wellness Foundation**

頤康基金會

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**Yee Hong Community Wellness Foundation  
Communications Coordinator (Full Time Position)**

Reporting to the President of the Foundation, the Communications Coordinator will be responsible for providing public relations and marketing support to the Foundation

**Responsibilities:**

- Create content for communications materials including annual reports, weekly newspaper columns, press releases, feature stories, radio/TV scripts, posters, flyers and others
- Coordinate the design and production of publicity materials, including publications, videos, TV documentaries
- Coordinate with media sponsors for major fundraising events such as the Dragon Ball
- Implement direct mail campaigns
- Maintain social media platforms including Facebook, Twitter and Instagram

**Qualifications:**

- University degree in public relations, communications, marketing or journalism and a minimum of three years' experience working in related fields
- Excellent written and oral communication skills; fluent in English and Cantonese, proficiency in Mandarin is an asset
- Ability to produce press releases and publicity materials in both English and Chinese
- Experience in utilizing social media to raise social awareness and engage donors
- Proficient in Microsoft Office -- Excel, Word, Outlook, PowerPoint
- Experience with Wordpress, InDesign, Photoshop, Publisher, Raiser's Edge is an asset
- Ability to work independently and manage multiple priorities

**Yee Hong Community Wellness Foundation**

The Yee Hong Community Wellness Foundation is the fundraising, communications and public relations arm of the Yee Hong community.

Our office is located at 60 Scottfield Drive, Scarborough. We thank all interested applicants however only those selected for interview will be contacted. Please submit your resume and cover letter to the Foundation at [foundation@yeehong.com](mailto:foundation@yeehong.com), by July 15, 2020.

