



# 音樂改變兒童 兒童創造音樂

九龍深水埗 西邨路  
富昌邨富昌商場  
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Shop Nos. 108-110, First Floor  
Fu Cheong Shopping Centre  
Sai Chuen Road, Sham Shui Po, KLN

Music Children Foundation Limited

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Website: [www.musicchildren.org.hk](http://www.musicchildren.org.hk)

Our Music Children Foundation established in 2013 aims at providing free early music education for underprivileged children with a mission of developing their personal abilities and a sense of community care through ensemble-based musical literacy and to use music as an agent for social changes. We invite high-caliber incumbent to join us in the following position:

## **Project Coordinator (Ref No.: MCF/OP/2017-2)**

### Major Responsibilities

- Communicate & coordinate with parents (on class & outing/ event/ activities)
- Support and coordinate the organizing of events and activities;
- Programmes' logistics and administrative duties;
- Concert administrative duties;
- Data entry and filing;
- Liaise with parents;
- Assist in communications through emails, phone messages, etc.;
- Maintain inventory and organize storage space and
- Perform ad hoc duties as required.

### Requirements:

- Bachelor Degree in Management;
- Minimum 1 year's relevant experience preferably gained in NGOs;
- Good communication and interpersonal skills;
- Good command of both written and spoken English and Chinese and
- Able to work flexible hours.

Salary and benefits will be commensurate with qualifications and experience. Interested parties, please send a full resume with present and expected salary, and date available to **Human Resources Department, Music Children Foundation Limited, 108-110, First Floor, Fu Cheong Estate, Sai Chuen Road, Sham Shui Po, Kln. ; Or by email to [hr@musicchildren.org.hk](mailto:hr@musicchildren.org.hk)**

We are an equal opportunity employer and welcome applications from all qualified candidates.

Personal data collected will be treated in strict confidence and used only for recruitment-related purpose. Applicants who have not heard from us within four weeks may consider their applications unsuccessful. All personal data will be destroyed after six months.

Deadline for Application: 10 Aug 2017

[W www.musicchildren.org.hk](http://www.musicchildren.org.hk) [E contact@musicchildren.org.hk](mailto:contact@musicchildren.org.hk) [O 852 2456 2206](tel:24562206)