



Job Description for YAMA Foundation:

Position Title: Intern Executive Assistant (EA) for Executive Director Part-time
Reports To: Executive Director

YAMA Foundation (YAMA) is a Hong Kong based charity that provides cost-effective and therapeutic wellbeing programmes to people with disability and special needs, people living in poverty and people with mental health challenges. YAMA runs a number of programmes simultaneously throughout the year.

Reporting directly to the Executive Director (ED), the EA provides executive and administrative support in a one-to-one working relationship. The EA has flexible hours but must meet with the ED twice weekly. The EA serves as the primary point of contact for the Executive Director and also serves as a liaison with the Board of Directors. The EA must be creative and enjoy working in a busy, results-driven heartfelt community. The ideal candidate will possess great organisational skills, strong written and verbal communication and the ability to maintain a realistic balance among multiple priorities. The EA must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles & Responsibilities:

- Meet the ED twice per week to set tasks for the week ahead and follow up.
- Provide comprehensive support services to the ED that ensures outstanding communication and responsiveness
- Provide sophisticated calendar management; prioritise inquiries and requests, travel and logistics to ensure smooth day-to-day engagements
- Support ED with internal and external communications for all stakeholders, such as preparing and editing correspondence, presentations, reports and memos
- Organise, prepare for and accompany ED to meetings, workshops and other programmes
- Manage ED's social media accounts
- Support ED with donor / funder relations
- Serve as liaison to Board of Directors
- Maintain quality filing and communication systems including contact management, document management and archiving
- Assist with other administrative tasks as needed

Qualities & Skills

- Strong organisational, problem-solving and analytical skills, ability to manage priorities and work-flow
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team player, flexible to shifting priorities.
- Strong verbal and written communication skills with demonstrated writing and analytical skills
- English speaking, Cantonese speaking a major advantage
- Good working knowledge of Mac suite of apps, Microsoft Office application, Google suite and social media web platforms
- Ability to handle sensitive and confidential situations with diplomacy
- Understanding of and commitment to the YAMA's vision and mission

How to Apply



Please send cover letter and CV to: hello@yamahk.org with the subject header: Part-time Intern Executive Assistant