



DIALOGUE  
EXPERIENCE

對話體驗



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黑暗中對話(香港)基金會有限公司  
Dialogue In The Dark (HK) Foundation Limited  
九龍長沙灣長義街9號  
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Unit B, 7/F, D2 Place ONE  
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www.dialogue-experience.hk

## Dialogue In The Dark (HK) Foundation Limited

### 黑暗中對話(香港)基金會有限公司

Dialogue In The Dark (HK) Foundation Limited (DIDF) is a dynamic organization dedicated to promoting empathy, overcoming prejudice, and creating an inclusive society. Since 2010, we have empowered a diverse group of People of Differences\* (PoDs) to deliver inspiring experiential learning programs to over 600,000 participants from corporate, educational, and public sectors. Our mission is not only to provide employment opportunities for talented PoDs but also to foster inclusive workplaces and drive a paradigm shift among employers. We are proud of the significant increase in job opportunities for PoDs and the enhanced acceptance and recognition of their capabilities and contributions to society. As we continue to evolve and diversify, we aim to create sustainable business and social impact for an inclusive workplace and society.

\*People of Differences' means People with disabilities such as the blind, the deaf etc. All of them have different abilities or talent, we build a platform for them to showcase their abilities or talent.

More details: <http://www.dialogue-experience.hk/>

## Project Officer (School Activities)

Join us at Dialogue In The Dark (HK) Foundation Limited (DIDF) and be part of our mission to create an inclusive society! We are seeking enthusiastic individuals to join our team and make a meaningful impact.

### Responsibilities

#### School and NGO Engagement

- Implement business development strategies lead by team leader to develop business relationships with schools, NGOs, and partners.
- Responsible for developing experiential programs for beneficiaries and customers in the sector.
- Being a project owner to drive assigned school and NGO programs, including but not limited to onsite, offsite and online activities.
- Lead the planning and coordination with schools and NGOs to nurture the iCampus initiative, including Inclusion & Diversity and internship programs.

#### Project Implementation

- Responsible for effective project implementation, including program planning, program deployment, program and impact evaluation, compliance to funders' requirements, budget control, reporting, and funding sustainability.
- Implement strategies lead by the Team Head to develop strategic relationships with local and regional funding sources.
- Support the Team Head in developing new sustainable social projects aligned with DIDF's mission.
- Facilitate in sustaining DIDF's corporate culture and rituals.

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### Organizational Development:

- Support the company in developing new sustainable business resources in line with the mission of DIDF.
- Facilitate in sustaining DIDF's corporate culture and rituals.

### Requirements

- ✓ Passion for promoting diversity and equality in society
- ✓ Bachelor's degree or above
- ✓ 0-3 years of experience in a relevant field
- ✓ Independent, logical, creative and detail-oriented
- ✓ Able to tackle problems in a positive way
- ✓ Excellent presentation, communication and interpersonal skills
- ✓ Proficient in spoken and written English and Mandarin
- ✓ Literate in MS Word, Excel, Powerpoint and Chinese WP
- ✓ Good team player
- ✓ Pleasant personality, self-motivated and proactive

### Benefits

- Discretionary commission scheme
- 5-day work
- 12-day leave annually (+1 day per year)
- Group medical
- Public holiday
- Special leaves
- Staff trainings

To apply for this opportunity, please send your resume and a cover letter and salary expectations to [recruit@dialogue-experience.org.hk](mailto:recruit@dialogue-experience.org.hk)