

## **Join Our Team at Wah Yan College, Kowloon!**

### **Position: School Advancement and Communication Coordinator/Assistant (Full-time / Part-time)**

Wah Yan College, Kowloon, a Jesuit secondary grant school with a rich tradition, is seeking a dynamic individual to join our team. If you are passionate about supporting education and possess excellent skills in building and maintaining relations with alumni and other stakeholders, enhancing school communications, and school advancement in general, we want to hear from you!

#### **Key Responsibilities:**

- **Networking:** Build and maintain strong relationships with alumni across different graduating years.
- **Communication:** Utilize outstanding language and communication skills in thoughtful and innovative ways to keep stakeholders abreast of the school's developments and its needs.
- **Fundraising Activities:** Organize and manage fundraising events that engage the school community and alumni.
- **Digital Marketing:** Execute electronic direct email campaigns and marketing strategies to maximize outreach and engagement.
- **Administrative Support:** Provide administrative support directly to the Principal in relation to school advancement.

#### **Qualities expected:**

- Strong interpersonal skills with a flair for networking.
- Experience in fundraising, preferably in an educational context.
- Good organizational and multitasking abilities.
- Proficiency in digital marketing and communications.
- Experience in administrative support of senior leadership is a plus.
- The title of either "School Advancement Coordinator" or "School Advancement Assistant" will be granted based on experience and qualifications.

#### **Why Wah Yan College?**

Join a vibrant community that values education, tradition, and service. Be part of a team that makes a difference in the lives of students and alumni for a better society.

**Apply now to help us continue our legacy of excellence!**

**Interested candidates should send their resume and a cover letter to [recruit@wyk.edu.hk](mailto:recruit@wyk.edu.hk) by 9 May 2026. Please state your expected salary and your preference for a full-time or a part-time post. In the case of part-time, please state the average time per week you are available for the job.**