



Administrative Assistant

About OneSky for all Children:

OneSky trains communities and caregivers to provide nurturing responsive care and early education so that vulnerable young children can thrive. OneSky was founded in 1998 to improve the lives of children in China's welfare institutions. In 2011, OneSky was invited by China's Ministry of Civil Affairs to train every child welfare worker in the country to implement our evidence-based approach. The OneSky Approach has reached every province of China and now beyond to benefit marginalized children in low-resource settings across Asia. Over the past 25 years, always in partnership with government and local communities, OneSky has trained 113,500 caregivers to improve outcomes for 377,000 young children with quality care and education in mainland China, Vietnam, Mongolia and Hong Kong, SAR. You can read more about our impact [here](#).

Direct Supervisor: Program Director, Hong Kong

Location: Hong Kong

Job Overview:

The P.C. Lee OneSky Global Centre for Early Childhood Education is a hub for services and training for children and families at-risk of adverse outcomes, as well as a training post for programs for Early Childhood professionals and caregivers. Our OneSky training team implements the OneSky training approach, consisting of supportive in-person teaching, caring home visits, and continuous, interactive online learning to adult caregivers such as parents, grandparents, and professionals who have direct interaction with young, underserved children. Trainers share and model early childhood best practices, cultivate reflective principles among caregivers, and help nurture a community of learners working with vulnerable children in Hong Kong. OneSky started its work in China more than two decades ago and now, we are continuing the mission in Hong Kong for those families at risk and the communities in need.

Job Responsibilities:

- Liaise between important internal stakeholders
- Data input and record (prepare reports on attendance record/ opinion survey)
- Perform general administrative and clerical support such as filing, data entry, and telephone management
- Introduce and promote center services to parents
- Member registering process
- Assist in managing logistics such as planning activity timetables, visitors log book, room bookings and manage registration via iEvent
- Calendar management and associated tasks such as preparing teaching materials
- Other ad-hoc tasks as assigned by the direct supervisor

Job Requirements:

- Higher Diploma holder or above
- At least 2 years' administrative experience in education center/ school experience is preferred (Individuals returning to the workforce are encouraged to apply)
- Positive demeanor when working and interacting with others
- Diligent, organized, and self-motivated



P. C. Lee OneSky Global Centre

FOR EARLY CHILDHOOD DEVELOPMENT

李伯忠 一片天 國際 啟育 中心

- High level of proficiency in MS Office applications and Google and event online booking platforms
- Attention to detail, a must
- Fluency in English and Chinese (Cantonese)

To Apply:

Please send your cover letter and resume to careers@onesky.org. Personal data collected will be used for recruitment purposes only. Data of unsuccessful applicants will be destroyed after one year.

OneSky is an equal-opportunity employer