



Volunteer Position Description Administrative Assistant (Part-time)

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.

Position Summary

Volunteers are the backbone of Mother's Choice! We believe it takes a village to raise a child, and we work alongside passionate and committed volunteers who donate their time and talents to serve our children, youth, and families. We cannot run any of our Services for children, youth, and families in crisis without the support of volunteers.

We are looking for motivated volunteers to provide critical administrative support to our teams.

The role of the Administrative Assistant involves tasks included but not limited to:

- Respond to enquiries via phone and email, and direct requests to relevant team members
- Prepare materials, guests lists, and details for events
- Support with data collection and help us measure our impact
- Maintain and update our database of clients, volunteers, and supporters
- General administrative support and support the team in any ad hoc projects

You will be assigned to support one of the Mother's Choice teams. We will provide clear instructions for each task and there is always someone nearby who can answer questions or help.

Requirements

- Good communication and customer service skills
- Fluency in English, Cantonese, or Bilingual
- Proficiency in Microsoft Word, Excel, and Chinese Word processing
- Flexible and willing to learn how to use new software
- Able to work independently with excellent attention to detail
- Commitment to keeping confidential information to protect our clients and supporters
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

Commitment

- Minimum 4 hours per week (preferably 8 hours per week over 1-2 days)
- 6 month commitment

How to apply

If you are interested in this volunteer position, please register for one of our upcoming **["Get to Know Mother's Choice" Info Sessions](#)**. If you have already attended a session, please contact **mcvolunteers@motherschoice.org**. Thank you!