REDRESS

78 Ap Liu Street, Sham Shui Po, Hong Kong
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PROGRAMME ASSISTANT (PART-TIME)

Environmental non-profit Redress is looking for a Programme Assistant to support the organisation of our Circular Fashion Programme key activities:

1. **Get Redressed Month:**

An annual consumer awareness campaign aimed to raise awareness of the critical issue of clothing waste in Hong Kong and provide solutions for the public to give clothes a new life, while supporting local charity partners. Get Redressed Month includes several key activities:

- Get Redressed Clothing Drive - High volume clothing drive involving 100+ companies, clubs and schools across the city;
- The Sort-a-thon event - Hong Kong largest sorting event involving 500+ company and community volunteers
- Various educational activities, screenings, exhibitions and others

2. **Year-round Circular Fashion Activities:**

Redress offers a range of impactful and engaging activities for schools, and companies. Designed to inspire collaboration and spark meaningful conversations, these activities empower participants to tackle real-world sustainability challenges while strengthening connections as a team. Activities available year-round include:

- Clothing Sorting Sessions
- Education Activities - Talk & Team building game
- Workshops

Main reporting line: Circular Fashion Programme Manager - Development

Principal responsibilities:

- Prepare campaign materials, including corporate participant activity details, educational resources, sign-up forms, leaflets, invitations, and other related documents.
- Manage the corporate contacts database and track the sign-up process.
- Source and identify relevant contact information.
- Assist with the coordination of logistics schedules and staffing rosters for campaign activities.
- Support event planning, preparation, and execution, including onsite assistance during events.
- Assist to liaise with and manage communication among event participants, logistics companies, drivers, vendors, suppliers, and Redress volunteers.

- Purchase and prepare event materials as needed.
- Collect data and support preparation of the Get Redressed Month impact report.
- Provide general administrative and office support.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & PROFILE:

- Current students and candidates seeking flexible or supplementary work are welcome to apply.
- Logistics, administration and/or event organisation experience highly regarded.
- Must be fluent in Cantonese and English speaking and writing.
- A strong communicator.
- Detail-oriented, self-motivated, and able to work independently with excellent time-management skills.
- Strong Excel skills are preferred.
- Eligible to live and work in Hong Kong (permanent resident or visa holder only).

Working hours & Location:

- 2.5 working days per week (fixed days to be chosen between Monday-Friday)
- Usual working hours will be 9.30am - 6.30pm, with 1h lunch break
- Usual working locations will be our office *(Sham Shui Po)*, occasionally our warehouse *(Kwai Hing)* and other events locations.
- 0.5 day/week work-from-home policy after probation.
- 10 days annual leave per year

To apply, please send the following to vannesa@redress.com.hk, with the email subject [PT GRM Prog Assistant - Your Name]:

- Your CV
- Indication of your expected salary

ABOUT REDRESS

Redress is a Hong Kong headquartered, Asia focused environmental NGO with a mission to accelerate the change to a circular fashion industry by educating and empowering designers and consumers so as to reduce clothing's negative environmental impacts. Working directly with designers, manufacturers, brands, educational bodies, government and consumers, Redress aims to create lasting environmental change in fashion.

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