

New Sight Eye Care Position Summary

Position:	Mission Support
Location:	Hong Kong
Reports to:	Executive Committee
Remuneration:	To be discussed
Hours and Term:	To be discussed
Start Date:	As soon as possible
Website:	www.newsightcongo.com

Background - About New Sight:

Four in five blind people in this world are needlessly blind. They are needlessly blind because we can do something to either prevent or treat their blindness. When sight is restored, lives are transformed – for patients, families, and even the whole community. New Sight Eye Care is a charity registered in the UK and in Hong Kong. Following the successful establishment of our first non-profit eye centre in Impfondo in the Republic of Congo, at the invitation and with the support of local authorities, we are extending our services through the construction and fitting out of a new comprehensive teaching eye hospital in Ouessou on a 6-hectare land acquired. This strategic location will enable us to reach out to the whole of Congo and neighbouring countries. We are looking for like-minded people passionate about giving the priceless gift of sight.

Position Purpose:

New Sight Eye Care is looking for passionate, hardworking and mission-minded people to support the growth of the charity in a variety of areas, for example:

- Fundraising and donor management
- Strategy development
- Administration
- Media and communications / graphics
- Sourcing, shipping and logistics
- School / children outreach opportunities
- Other operational tasks

We are a fast-growing charity with human resources gaps in a wide range of areas. We are optimistic that we will be able to develop a role where you can thrive and bring value.

Qualifications and Requirements:

- Mission-minded
- Ability to work on own initiative and within a team
- A team player and be able to communicate across levels
- Good written and verbal communicator
- Proficient in MS Word, Excel and PowerPoint

How to Apply:

Please send a resume and thoughtful cover letter, outlining how your skills and experience could serve New Sight and stating how you heard about this opportunity, in Microsoft Word or PDF formats, to info@newsightcongo.com

New Sight Eye Care is an equal opportunity employer that values diversity of all kinds and encourages candidates from all backgrounds to apply for this exciting new opportunity.