



Position: Project Officer / Senior Project Officer

Drink Without Waste Limited

Posted on 31 January 2023

About *Drink Without Waste*

The *Drink Without Waste* initiative is led by the Single-Use Beverage Packaging Working Group, a coalition of beverage manufacturers and importers, waste handlers and recyclers, institutions, retailers and NGOs in Hong Kong. We seek to reduce the volume of used beverage packaging going to waste by 70 to 90%, and to support the expedient implementation of a Producer Responsibility Scheme. For more information, please visit <https://drinkwithoutwaste.org/>

We are looking for... a Project Officer / Senior Project Officer in a full-time role, based in Sheung Wan, Hong Kong. Applicants with more experience may be considered for Senior Project Officer.

You will play a role in:

- Coordinating community recycling projects and campaigns to promote reduction and recovery of single-use beverage packaging
- Engaging various stakeholders e.g., beverage producers, property management, environmental groups and recyclers to form partnerships
- Developing strategies and programmes for corporate partners in support of ESG initiatives
- Tracking and reporting on project milestones and KPIs
- Preparing content for educational materials, social media, press releases, and newsletters
- Assisting in advisory group meetings coordination, e.g., preparation of meeting materials, presentations, and meeting minutes

About you as a person

- You are sustainability minded, pay attention to environmental topics/ policies and have an interest in impacting government policies
- You are self-motivated, willing to learn, ready to perform in a fast-paced team environment
- You can embrace change and flexible in solving problems
- You are a confident communicator and able to form partnerships with stakeholders across different sectors

About you as a professional

- You have at least 2-3 years' work experience in environmental or campaigning work, waste management, ESG, public policy or communications preferably, in NGO or commercial sector
- You are a bachelor's degree holder or above in related disciplines
- You have an excellent command of written and spoken English and Chinese
- You have a proven track record implementing projects/campaigns, tracking progress and measuring performance against KPIs
- Skills in content creation, graphic design, webpage and video making are an advantage

Interested parties please email joanne@drinkwithoutwaste.org with your curriculum vitae, cover letter, writing sample(s), available start date, present and expected salaries.

Personal data provided will be used for recruitment purpose only.