



## Amity Foundation

www.amityfoundation.org  
SI-CMC

*The Amity Foundation is an independent Chinese Civil Society Organization that is supporting sustainable development in China and worldwide. The Amity Foundation was the first faith-based NGO in China created on the initiative of Christian leaders in 1985 contributing to the development of China's Reform and Opening-up.*

**Location:** Jordan, Kowloon, Hong Kong

**Topic/Post:** Promotion & Communication Intern

### Internship Description:

- To assist in promoting Amity development work in China and other parts of the world, giving importance to awareness building, youth engagement and action for impact
- To produce content (including photos, stories, videos and etc.) for various Amity on/off-line communication platforms and social media channels
- To assist in hosting an international seminar in Hong Kong in late October 2018
- To assist in organising "Poster and Slogan Contest for Living Water" in winter 2018
- To assist in the preparation of Amity "Walk for Living Water 2019" and to conduct presentations at Amity partner schools and organizations

### Special Requirements:

- Proficiency in spoken Putonghua and English
- Proficiency in written Chinese and English
- Interested in sustainable development issues
- Graphic design, video editing and social marketing skills preferred
- Cantonese is required

**No. of Placement(s):** 1



## Bravera

www.bravera.co/  
SI-CMC

*Bravera is a platform that increases engagement and rewards from fitness by combining fitness apps and wearable data with challenges that releases P2P funds automatically when fitness data confirms milestones have been reached.*

**Location:** Sai Ying Pun, Hong Kong

**Topic/Post:** Bravera Intern 2018

### **Internship Description:**

- To involve at planning and implementing project and product tests (from Autumn 2018 into 2019) with local charity and outdoor event organisers
- To work with the team to identify new potential strategic partners, target users, NGO clients
- To assist in company digital and social marketing content initiatives (EDM, Blog, Facebook, Twitter, Instagram)
- To engage with existing and future clients of Bravera. Being part of our face to face team managing customer relations
- To conduct market research on the social innovation / sport tech and social crowdfunding space

### **Special Requirements:**

- Organized
- Very well-written and spoken individual
- Can conduct detailed research and is 'always' asking questions
- Speaks and writes English & Cantonese

**No. of Placement(s):** 2



## Carbon Care InnoLab

[www.ccinnolab.org](http://www.ccinnolab.org)  
SI-CMC

*CarbonCare InnoLab (CCIL) is an independent community NGO dedicated to expanding the circle of people active on climate change innovation, education and action, with a strong focus on youth and students. We put special emphasis on multi-stakeholder engagement and solution-oriented processes, as well as awareness-building across the community.*

**Location:** North Point, Hong Kong

**Topic/Post:** Climate-focused Social Innovation Programme

**Internship Description:**

- To assist in event planning and execution
- To assist in conducting interviews and writing articles
- To assist in coordination works for programme participants and volunteers

**Special Requirements:**

- Cantonese is required

**No. of Placement(s):** 2

# Feedelon

- marketplace -

## FEDELON (LE LAB LIMITED)

feedelon.com

SI-CMC

*Feedelon is a Marketplace that promotes innovative, handcrafted and ethical brands. The platform connect the brands with their loyal customers based to help them to increase their sales and visibility on social media*

**Location:** Wan Chai, Hong Kong

**Topic/Post:** Ethical Innovation Internship

### **Internship Description:**

- To assist in the business development of the platform, such as to approach and discuss with Ethical brands, to help on the on boarding of new Ethical brands on Feedelon platform and to work on the social media communication
- To assist in the organization and the set up of pop up stores in Hong Kong and Japan to promote ethical brands, helping in the discussion with some suppliers/service providers, communication and coordination
- To assist in the implementation of a back-end messaging solution as a case study for the implementation of a blockchain system
- To help liaise with donors through written and verbal communication, including attending some networking events and helping on the pitch deck
- To assist in the organization of fundraising

**No. of Placement(s): 1**



## Garage Society

thegaragesociety.com  
SI-CMC

*Garage Society is the accelerator for entrepreneurial lifestyle. We aim at making startup and entrepreneurs more successful by offering a collaborative ecosystem that takes on initiatives including 1) Co-working, 2) Co-learning, and 3) Co-investing.*

**Location:** Central, Hong Kong

**Topic/Post:** Community Cadet

### **Internship Description:**

- To assist in Management support on operations which include space maintenance and liaison with partners such as building management
- To support business/admin including basic accounting, HR, and budgeting
- To coordinate with other teams to ensure smooth operations
- To be responsible for assisting in the running and coordination of events as well as other projects
- To provide other secretarial and administrative support as required

**No. of Placement(s):** 2



## HandsOn Hong Kong

[www.handsonhongkong.org](http://www.handsonhongkong.org)

SI-CMC

*HandsOn Hong Kong is a hub for volunteers and NGO partners that provides both quality volunteer opportunities and high quality volunteers.*

**Location:** Cheung Sha Wan, Kowloon, Hong Kong

**Topic/Post:** Serve-a-thon Intern

### **Internship Description:**

- To support the whole HandsOn Hong Kong team in preparation for our annual volunteer initiative, Serve-a-thon, reporting jointly to our Head of Communications and Head of Community Engagement
- To manage the Serve-a-thon website including translation and content, logo and image updating
- To support the adaptation of key Serve-a-thon collaterals including proposals, presentations and marketing pieces (i.e. banners, flyers and print advertisements)
- To support the HandsOn team on-site at Serve-a-thon events and to develop and maintain Serve-a-thon database of volunteer, NGO, marketing and corporate contacts
- To liaise with Serve-a-thon NGO participants, volunteers, marketing partners and sponsors as required via email, phone and in-person

**Special Requirements:**

- Able to work independently
- Proficient in computer application, including Microsoft Office, English and Chinese word processing (preferable) Experience using Illustrator design software a big advantage
- Good command of written and spoken English

**No. of Placement(s): 2**



學友社  
Hok Yau Club

## Hok Yau Club

[www.hyc.org.hk](http://www.hyc.org.hk)  
SI-CMC

*Please refer to the official website for details*

**Location:** Sham Shui Po, Hong Kong

**Topic/Post:** Students' Top Ten News Election 2018

**Internship Description:**

- To assist in the election in which all Hong Kong students are invited to vote for the top ten current affairs
- To assist in organising the press conference for announcing the election result
- To assist in the publication of the program booklet

**Special Requirements:**

- Cantonese is required

**No. of Placement(s):** 1





## Hong Kong Arts Centre

<http://www.hkac.org.hk>  
SI-CMC

*The Hong Kong Arts Centre (HKAC) is a self-financed and non-profit organisation. For the past 40 years, the HKAC has played a unique role in promoting contemporary art and culture in Hong Kong and abroad.*

**Topic/Post A:** ArtsLink and Moving Images

**Location:** Wan Chai, Hong Kong

**Internship Description:**

- To assist in editing and distributing survey of ArtsLink, which is a quarterly magazine of Hong Kong Arts Centre
- To participate in coordination, editorial and logistics of moving images programmes
- To assist in planning and execution of programmes for publicity

**Special Requirements:**

- Well versed in Chinese and English
- Detail-oriented and responsible manner
- Excellent written and oral communication skills
- A can-do attitude for working in a fast-paced environment
- Cantonese is required

**No. of Placement(s):** 1

**Topic/Post B: Audience Development**

**Location:** Wan Chai, Hong Kong

**Internship Description:**

- To assist in organising arts related activities/ arts education programmes
- To assist in data collection and to conduct research on programmes and audience development
- To support the preparation of marketing materials and to assist in social media and website management
- To assist in managing, editing and filing internal documents
- To perform other duties assigned by direct supervisor

**Special Requirements:**

- With passion in arts/arts education
- Proficient in English, Cantonese, Putonghua
- Excellent interpersonal and communication skills
- Responsible, organised and self-motivated
- Detail-minded and positive attitude
- Knowledge in Adobe Illustrator/ InDesign/ Photoshop
- Cantonese is required

**No. of Placement(s):** 1

**Topic/Post C: Project on Public Art**

**Location:** Wan Chai, Hong Kong

**Internship Description:**

- To assist in public art project implementation
- To assist in data collection and to conduct background research on public art related topics
- To support the preparation of marketing materials and to assist in social media and website management
- To assist in managing, editing and filing internal documents
- To perform other duties as assigned by direct supervisor

**Special Requirements:**

- Passionate in Visual art
- Proficient in English, Cantonese and Putonghua
- Excellent interpersonal and communication skills
- Responsible, organised and self-motivated personality
- Detail-minded, positive attitude
- Knowledge in Adobe Illustrator/ InDesign/ Photoshop is preferred
- Cantonese is required

**No. of Placement(s):** 1

**Topic/Post D:** Exhibition Planning and Research

**Location:** Wan Chai, Hong Kong

**Internship Description:**

- To prepare for 5th CCC (Collectors' Contemporary Collaboration)
- To assist in exhibition and programme planning
- To assist in archiving (visual arts documents and catalogues)
- To research on visual arts

**Special Requirements:**

- Interest in various forms of visual arts is a must
- Good communication skills
- Good spoken and written Chinese and English

**No. of Placement(s):** 1

**Topic/Post E:** IT Support

**Location:** Wan Chai, Hong Kong

**Internship Description:**

- To assist in organising arts related IT projects / arts education IT programmes

- To assist in computer hardware and software problem solving
- To support the preparation of Mac lab and office PC and to assist media devices setup
- To assist in IT / media devices preparation and tuning
- To perform other duties assigned by direct supervisor

**Special Requirements:**

- Passionate in IT problem solving
- Proficient in audio and video devices
- Excellent interpersonal and communication skills
- Responsible, organised and self-motivated
- Detail-minded and positive attitude
- Working knowledge in MS Windows or Mac OSX
- Cantonese is required

**No. of Placement(s): 1**

**Topic/Post F:** ifva

**Location:** Wan Chai, Hong Kong

**Internship Description:**

- To assist in maintenance of database and social media platforms (e.g. Facebook, website, Instagram, etc.) for 24th ifva Awards
- To help organising community projects including outdoor screenings, school tours, workshops, shooting camps and talks
- To conduct research work to support the development of ifva programmes, data archive/checking
- To support in festival hospitality and event management
- To assist in other ad-hoc projects and assigned tasks

**Special Requirements:**

- Good spoken & written in Chinese & English
- Proficient in PC operations, preferably with knowledge in graphic design software
- Independent, well-organised with a dynamic and responsible working style
- Flexible, self-motivated and well-manned are must
- Cantonese is required

**No. of Placement(s): 2**



香港進食失調康復會有限公司  
Hong Kong Eating Disorders Association Limited

## Hong Kong Eating Disorders Association

[www.heda-hk.org](http://www.heda-hk.org)

SI-CMC

*Hong Kong Eating Disorders Association (also known as "HEDA") is a charitable organization set up by a group of parents, patients and their family members, and concerned individuals in October of 1999. In 2000, HEDA was incorporated as a limited company and registered in Hong Kong as a tax exempted charity (IR File No. 91/6030). We have a professional advisory team of psychiatrists, family doctors, psychologists, social workers and dietitians.*

**Location:** Sheung Wan , Hong Kong

**Topic/Post:** Marketing and Communication Project

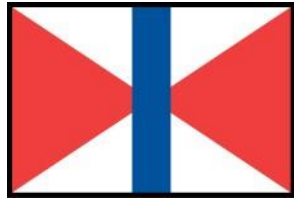
### **Internship Description:**

- To assist in promotion and development of the organisation (e.g. publication materials, video shooting, social media management, organising promotion activities)
- To assist in Facebook and Instagram management for the organisation
- To assist in planning and organisation of community/school exhibition to promote eating disorders
- To provide administrative and logistic support

### **Special Requirements:**

- Cantonese is required

**No. of Placement(s):** 2



# SWIRE

## John Swire & Sons (H.K.) Ltd.

[www.swire.com/en/index.php](http://www.swire.com/en/index.php)

SI-CMC

*Swire is a highly diversified global group. Many of our core businesses can be found within the Asia Pacific region, where traditionally Swire's operations have centred on Hong Kong and Mainland China. Within Asia, Swire's activities come under the group's publicly quoted arm, Swire Pacific Ltd. Elsewhere in the world, many businesses are held directly by parent company, John Swire & Sons Ltd., in Australia, Papua New Guinea, East Africa, Sri Lanka, the USA and UK.*

**Location:** Admiralty , Hong Kong

**Topic/Post:** Communication/ Database Management / Research

### Internship Description:

- To update the key media and stakeholder's lists & to arrange all the contact details in an appropriate and tidy manner
- To assist in the event's planning including media trips and etc.
- To undertake policy research on topics that are related to Swire's businesses
- To support and prepare stories for the publications including newsletters

### Special Requirements:

- Cantonese is required

**No. of Placement(s):** 2



## **La Violet Charity Foundation Ltd.**

www.laviolet.com.hk  
SI-CMC

*LVF is a registered charity that organizes youth empowerment programs for schools, corporates, NGOs and public authorities. Programs include CLP Engineer in school, SuperHero Dream Plan, Jockey Club Community Angel Scheme and Oxfam poverty program.*

**Location:** Lai Chi Kok, Kowloon, Hong Kong

**Topic/Post:** Marketing Assistant

### **Internship Description:**

- To design posters/flyers/video, etc. that will be published on social media platforms to increase publicity of our programs
- To manage our accounts in Facebook, Instagram and LinkedIn
- To brainstorm and experiment interesting ideas for promotion and publicity
- To contribute ideas to improve current marketing strategies

### **Special Requirements:**

- Creative interns who are social media frequent users
- Previous experience in producing marketing materials, writing, video making, graphic design and photography will be valued
- Cantonese is required

**No. of Placement(s):** 2



## LexisNexis

[www.lexisnexis.com](http://www.lexisnexis.com)

SI-CMC

*LexisNexis® is a leading global provider of content-enabled workflow solutions designed specifically for professionals in the legal, risk management, corporate, government, law enforcement, accounting, and academic markets. LexisNexis originally pioneered online information with its Lexis® and Nexis® services. LexisNexis is part of RELX Group and serves customers in more than 100 countries with more than 15,000 employees worldwide.*

**Topic/Post A:** Human Resources Intern

**Location:** Wan Chai, Hong Kong

**Internship Description:**

- To cover full spectrum of HR functions, including but not limited to recruitment, compensation & benefits, training and employee relations
- To assist in updating and maintaining employee records, maintain employee relationship.
- To perform other ad hoc assignments as required

**Special Requirements:**

**No. of Placement(s):** 2

**Topic/Post B:** Legal Technology Project Intern

**Location:** Wan Chai, Hong Kong

**Internship Description:**



- To assist with a variety of tasks including data collection and analysis, gathering market feedback and product improvement for our suite of online products (Lexis HK, RED and Practical Guidance) used by major corporations, law firms
- To embedded in our Commercial and Technology teams, and will work together with other departments including Sales, Content and Marketing to help with the company's commercial decision making
- To support Project Manager in Product related projects for India, Singapore, Malaysia and Hong Kong
- To present and research on latest Legal Technology trends
- To support ad-hoc projects including but not limited to supports on Pacific projects (Australia and New Zealand)

**Special Requirements:**

- Good English writing and speaking skills
- Intermediate Microsoft Excel, Word, PowerPoint and Outlook skills
- Responsible team player
- Statistical experience and knowledge will be a plus
- Background in law or computing science would be an advantage but not required

**No. of Placement(s): 5**



## Lung Fu Shan Environmental Education Centre

lungfushan.hku.hk/  
SI-CMC

*Lung Fu Shan Environmental Education Centre (LFSEEC) was jointly established in 2008 by the Environmental Protection Department and The University of Hong Kong. Our revitalized historic centre supports nature exploration through exhibitions, ecological tours and green workshops. Through partnerships with universities, government and the wider community, we provide public experiential environmental education to build a community living sustainably and harmoniously with nature.*

**Location:** Mid-Levels, Hong Kong

**Topic/Post:** Communications and Marketing

### **Internship Description:**

- To create content for posts or articles on the website and other social media platforms, e.g. Facebook, Instagram, etc.
- To create content for Centre's exhibitions and to support in outreach promotional booths
- To translate centre publications into English or Chinese
- To record centre work through photography and videography
- To keep updated on social strategies and work with marketing staff to implement new strategies as necessary

### **Special Requirements:**

- Excellent writing and communication skills (Chinese and English)
- Proficient in photography, videography and video-editing. Graphic design is preferred
- Submitting three writing samples in your application (upload in one single file on Experiential Learning Application System)

- Cantonese is required

**No. of Placement(s): 1**



## Principal Chan Free Tutorial World

www.hkcnc.org.hk  
SI-CMC

*Principal Chan Free Tutorial World was established in April, 2011. It is a Non-Profit Organization recognized by the HKSAR Government. (Registration Number: 91/11019). With the support of many generous people in the society who have become our volunteer teachers, we provide absolutely free learning support to the underprivileged children who have financial difficulties.*

**Location:** Cheung Sha Wan, Kowloon, Hong Kong

**Topic/Post:** Fundraising and Promotion Assistant

### **Internship Description:**

- To assist in organization promotion
- To assist in event pre-production, operation and post-production
- To assist in video shooting/editing/photo re-touch if needed (Training will be provided)

### **Special Requirements:**

- Cantonese is required

**No. of Placement(s):** 1



## Save the Children

savethechildren.org.hk  
SI-CMC

*When disaster strikes around the world, Save the Children is there to save lives with food, medical care and education and remains to help communities rebuild through long-term recovery programs. As quickly and as effectively as Save the Children responds to tsunamis and civil conflict, it works to resolve the ongoing struggles children face every day — poverty, hunger, illiteracy and disease — and replaces them with hope for the future.*

**Location:** Sai Wan, Hong Kong

**Topic/Post:** Assistant for Development on Charity Program (Advocacy & Domestic Program)

### **Internship Description:**

- To assist in drafting policy paper and development of advocacy campaign
- To assist in developing and organising of domestic program related to psychosocial well-being of children
- To assist in other Charity program according to organisation's need

### **Special Requirements:**

- Basic knowledge in Microsoft applications
- Good command of both written & spoken English and Chinese
- Share our vision on "a world in which every child attains the right to survival, protection, development and participation"
- Cantonese is required

**No. of Placement(s):** 2



## The French Chamber Foundation

www.fcf.hk  
SI-CMC

*The French Chamber Foundation is a project by the French business community to give back to the city that nurtured its prosperity. It has been created at the initiative of the French Chamber of Commerce and Industry in Hong Kong.*

**Location:** Central, Hong Kong

**Topic/Post:** Project Assistant

### **Internship Description:**

- To assist in the communication part: conducting interviews, writing newsletters, managing Facebook posts, updating the website etc.
- To help the foundation to raise awareness and promote its action
- To assist in the searches related to poverty in Hong Kong, government scheme dedicated to the underprivileged, relationships with charity, reporting, etc.
- To assist in organizing events whenever necessary such as fundraising events

**No. of Placement(s):** 1



## The Hong Kong Federation of Youth Groups

[www.hkfyg.org.hk](http://www.hkfyg.org.hk)

SI-CMC

*The Hong Kong Federation of Youth Groups (HKFYG) is now the city's main youth work organization. The Federation has been providing opportunities and facilities for the social, educational, cultural and physical development of young people. The Federation is committed to setting up a youth membership network, while continuing to provide quality services that address the issues and concerns of young people's problems and by promoting healthy all-round development.*

**Topic/Post A:** C.E.O Marketing for the First-ever Leadership Institute

**Location:** Fanling, New Territories, Hong Kong

### **Internship Description:**

- To formulate an INNOVATIVE campaign, both online and offline, for the first-ever Leadership Institute and its five schools
- To ENGAGE our target markets, such as secondary and university students, teachers and parents, as well as local community
- To assist in online and offline advertising campaigns, community engagement activities, ceremony, carnival booths, etc. which shall be entertaining while reflecting our core values, beliefs and competitive edge

### **Special Requirements:**

- Being creative and practical
- Problem solver, storytellers, team player, critical thinker and detailed-minded
- Cantonese is required

**No. of Placement(s): 1**

**Topic/Post B:** Coordinator for Digital Adventure-Based Training Programme and Taster Programme

**Location:** Fanling, New Territories, Hong Kong

**Internship Description:**

- To assist in the planning and execution of the Student Leadership Taster Programme and Digital Adventure-Based Training Programme
- To conduct research on certain topics related to leadership development
- To conduct self-initiate projects which could combine students' learnings to course materials
- To liaise with schools, parents, students, in order to improve the overall promotional value of Taster Program and Digital Adventure-Based Training Program
- To support day-to-day operational activities, including research, proposal writing, planning, implementation and evaluation of functions

**Special Requirements:**

- Good language skills in English and Cantonese – both oral and written
- Good at using Microsoft office and social media, graphic design software and skills are preferred (but not necessary)
- Flexible and ability to adopt change
- Cantonese is required

**No. of Placement(s): 1**





## VolTra Hong Kong

www.voltra.org  
SI-CMC

*The name, VolTra, already speaks for itself. It combines the power of “volunteerism” and the cultural exchange during “travel”. VolTra targets to link Hong Kong people with the world through volunteering in order to promote world peace and global citizens*

**Location:** San Po Kong, Kowloon, Hong Kong

**Topic/Post:** Project Assistant

### **Internship Description:**

- To coordinate our projects and events with local and overseas partners
- To prepare and participate in our local workcamps
- To develop and assist in our marketing and promotional campaigns
- To edit our photos and video, and archive the footage for our digital library
- To perform administrative and ad hoc tasks as assigned

### **Special Requirements:**

- Interested in international volunteering and travelling
- Passionate in promoting Global Citizenship
- Knowledge in presenting the language and culture in Hong Kong/China/other countries would be an advantage

**No. of Placement(s):** 3