



## **Action for REACH OUT**

[www.afro.org.hk](http://www.afro.org.hk)  
SI-CSS

*AFRO is a NGO established in 1993 to provide services and support to women working in the sex industry in HK. We believe that sex work is a legitimate occupation and we advocate the acceptance of sex workers.*

**Location:** Yau Ma Tei, Kowloon, Hong Kong

**Topic/Post:** Reaching out to Female Sex Workers

### **Internship Description:**

- To assist in outreach and online outreach services for female sex workers
- To assist in delivering services at the -In Centre
- To assist in database maintenance
- To provide administrative support

### **Special Requirements:**

- Open-minded
- With respect for sex workers
- Excellent interpersonal and communication skills
- Good spoken and written both English and Chinese communicable in Putonghua
- Proficient in using computer and Chinese word processing
- Available for out-of hours
- Cantonese is required

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



## **Caritas Pokfulam Community Development Project**

[cd.caritas.org.hk/pfl.htm](http://cd.caritas.org.hk/pfl.htm)

SI-CSS

*The Caritas Pokfulam Community Development Project is a government subverted social work team established in the Pokfulam Village since 1991. The team aims at empowerment of the local community by building capacity in the villagers, uncovering local strengths, appraising cultural and spatial assets, and bridging up multi-disciplinary professionals with local resident organizations.*

**Location:** Pokfulam , Hong Kong

**Topic/Post:** Project Assistant for Sustainable Community Development

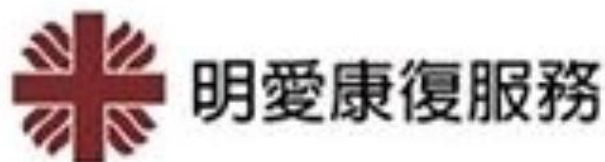
### **Internship Description:**

- To assist in enhancing elderly's QOL(Quality Of Life) and accessibility in the community
- To assist in the mobilisation and organisation of the above elderly's QOL campaign
- To assist in the campaign for oral history collection of the Old Dairy Farm workers

### **Special Requirements:**

- Willing to work outdoor and Engage with people
- Cantonese is required

**No. of Placement(s):** 4



## **Caritas Rehabilitation Service, Caritas**

rs.caritas.org.hk/  
SI-CSS

*Throughout the years, Caritas Rehabilitation Service developed a full range of service types that cater to the need of the mentally handicapped persons at different age. At present, Caritas Rehabilitation Service operates seventeen service units and seven supportive services, providing comprehensive care for more than 1400 mentally handicapped persons and their families. The Service is also dedicated in promoting social integration in the community.*

**Location:** Kennedy Town, Hong Kong

**Topic/Post:** Assistant to Educational Psychologist

### **Internship Description:**

- To assist in literature review for developing quality evidence-based group training materials and protocols
- To assist in preparing and modifying group training packages
- To assist in conducting educational psychology-related research in a research team
- To assist in implementing group training led by social workers for students with SEN (Subject to circumstances and availability)
- To carry out any other work as instructed by the Educational Psychologist

### **Special Requirements:**

- Psychology major required
- Basic knowledge on research methods a must, e.g., how to use SPSS, how to run a t-test
- Evidence of creativity and extremely high initiative an absolute advantage
- Good collaboration and organizational skills preferred
- Cantonese is required

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



## **Changing Young Lives Foundation**

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

SI-CSS

*Changing Young Lives Foundation is a long established charity organization based in Hong Kong, with a focus on helping children and young people, heritage goes back to 1950. We are a charitable institution registered under IRO s.88 of HKSAR. CYLF reaches out to underprivileged children and youngsters to change their lives for the better.*

**Location:** Shek Kip Mei, Kowloon, Hong Kong

**Topic/Post:** Membership Management

### **Internship Description:**

- To assist in researching the population and households structure in Shek Kip Mei after the redevelopment of Pak Tin Estate
- To assist in recruiting new members by developing recruitment strategies
- To assist in updating the membership database

### **Special Requirements:**

- Roster duties on Saturdays and Sundays
- Cantonese is required

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



## **Enlighten-Action for Epilepsy**

[www.enlightenhk.org](http://www.enlightenhk.org)  
SI-CSS

*Enlighten-Action for Epilepsy is the only epilepsy-focused, non-medical Hong Kong charity that aims to benefit anyone directly or indirectly affected by epilepsy. We run a range of complimentary, bi-lingual epilepsy-focused programmes to meet our objectives of raising epilepsy awareness in Hong Kong, and support those indirectly and directly affected by epilepsy and helping improve their quality of lives.*

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

**Topic/Post:** Social Services & Counselling

### **Internship Description:**

- To assist in Community Support tasks, including working directly or indirectly with those people and families affected by epilepsy in planning, facilitating activities as well as running those programmes
- To assist in drafting fundraising proposals
- To assist in the general administrative support of the office
- To organise data base and to facilitate the marketing related tasks and manage social media platforms

### **Special Requirements:**

- Cantonese is required

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



## **Hong Kong Committee for UNICEF**

[www.unicef.org.hk](http://www.unicef.org.hk)  
SI-CSS

*UNICEF, United Nations Children's Fund, is the world's leading UN organization working for children. Since our establishment in 1946, we have been working with other UN agencies, governments and NGOs to ensure children's rights to survival, development, protection, and participation. The Hong Kong Committee for UNICEF (UNICEF HK) was founded in 1986 and was established as an independent local non-governmental organization to raise funds and advocate for children's rights. We are recruiting high caliber individuals who want to support social corporate responsibility development and youth engagement projects of the organization.*

**Topic/Post A:** Education

**Location:** Fortress Hill, Hong Kong

**Internship Description:**

- To assist in planning and executing experiential learning workshops for schools
- To translate and modify education materials for local adaptation
- To assist in various education programmes and relevant administration works
- To work in any other assigned duties

**Special Requirements:**

- Cantonese is required

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

**Topic/Post B:** Youth Engagement

**Location:** Fortress Hill, Hong Kong

**Internship Description:**

- To assist in planning and executing the events /programmes for youth engagement (e.g. leadership training/ innovation project)
- To assist in administration works which are related to youth programmes
- To work in any other assigned duties

**Special Requirements:**

- Cantonese is required

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



## **Hong Kong Women Workers' Association**

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

SI-CSS

*HKWWA was founded in 1989. Our mission is to empower women workers to participate and make positive change in the community through collective effort. Main work include: Cooperatives business, community development, care the caregiver project.*

**Location:** Kwun Tong, Kowloon, Hong Kong

**Topic/Post:** Promoter Projects

### **Internship Description:**

- To involve in Food Sharing Programme (including collection and distribution) and Care Programme for care giver and to manage a common room for community
- To assist in promoting and delivering the message of the programmes to target groups in community, e.g. street exhibition, visiting target groups
- To assist in preparation of propaganda materials and preparation of activities
- To assist in scheduling rundown of programmes

### **Special Requirements:**

- Non-Cantonese speaking interns are welcome but preferable to understand a bit Cantonese

**No. of Placement(s):** 4





## **Institute For Integrated Rural Development**

www.harvest.org.hk  
SI-CSS

*The Institute for Integrated Rural Development, Hong Kong (IRD) aims at promoting social, cultural and economic development in poverty-stricken regions of China, through financial support, research and project development. IRD has been supporting students in rural Hunan since 1995. Since 2002, IRD has initiated a series of new projects on teacher training, teacher subsidy, health care and economic development.*

**Location:** Kwai Chung, New Territories, Hong Kong

**Topic/Post:** Educational, Cultural and Social Development

### **Internship Description:**

- To plan and execute various activities which promote sustainability education in Hong Kong and social development in rural China
- To assist in promotion, fundraising and community education programmes
- To communicate with donors, volunteers and members of IRD
- To support the project team by providing administrative assistance and conducting desktop research
- To assist in developing and writing external communication products

### **Special Requirements:**

- Responsible, organized and able to communicate well
- Good command of both spoken and written Cantonese and English, Mandarin is a plus
- Familiar with social networking platforms
- Knowledge in design software is an advantage

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



## **Joyful (Mental Health) Foundation**

www.jmhf.org  
SI-CSS

*Joyful (Mental Health) Foundation is a registered non-profit-making charitable organization established by Ms. Victoria Lam, who once suffered from depression and emotional disorders in 2004, together with a group of enthusiastic volunteers. The Foundation engages in promoting greater knowledge of mood disorders; reducing misunderstanding and discrimination; and providing counseling resources and assistance to patients and their families.*

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

**Topic/Post:** Education and Service (Psychology and Counselling Related)

### **Internship Description:**

- To take part in the preparation and execution of Education and Service projects
- To carry out background research for programme planning
- To conduct administrative duties related to all aspects of project implementation
- To provide support for other teams as requested by the supervisor

### **Special Requirements:**

- Good computer skills on Word, Excel and Photoshop preferable
- Good command in written Chinese and English
- Good communication and interpersonal skills
- Ability to work effectively as a team member and with minimal supervision
- Willing to learn
- Cantonese is required

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



滙豐智樂遊戲萬象館

## **Playright Children's Play Association – HSBC Playright Playscope**

[www.playright.org.hk](http://www.playright.org.hk) / [www.playscope.org.hk](http://www.playscope.org.hk)  
SI-CSS

*Playright is the voice of children concerning their right to play. We believe that play unlocks the full potential of our children and is a vital part of childhood that will enrich the future for them. Through action, research and publicity covering four related areas - Advocacy, Play Resources, Play Outreach and Play Environments - we are helping to unlock the full potential of children in Hong Kong and elsewhere in Asia.*

**Location:** Tai Po, New Territories, Hong Kong

**Topic/Post:** Play Facilitator

### **Internship Description:**

- To assist in play programme to facilitate child-centered play
- To assist in small play project and also take the role to plan and execute the planned programs
- To demonstrate the essence of play according to "Playwork principles" to the parents and public
- To assist in programme planning and play environment designing under supervision
- To assist in Play outreach service which include set up the play space in a designated areas, monitoring the play space during the event and also the cleaning up after the events

### **Special Requirements:**

- Opening hours of Playscope is from Tuesdays to Sundays, with the special work schedule of the internship
- Cantonese is required

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



## **Principal Chan Free Tutorial World**

[www.hkcnc.org.hk](http://www.hkcnc.org.hk)  
SI-CSS

*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.*

**Topic/Post A:** Student Leader (Jockey Club Tai Kok Tsui Talent Development Centre)

**Location:** Tai Kok Tsui, Kowloon, Hong Kong

### **Internship Description:**

- To assist in pre-school classes as teaching assistant, including communicate with foreign teacher, prepare teaching materials, etc.
- To assist in coordinating and implementing different student activities, talent classes, etc.
- To assist in the routine work of the centre, such as answering parents' questions, answering phone calls, communicating with volunteer teachers, students, etc.

### **Special Requirements:**

- Cantonese is required

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

**Topic/Post B:** Student Leader

**Location:** Kwai Chung, New Territories, Hong Kong

**Internship Description:**

- To assist in pre-school classes and different talent classes
- To assist in regional promotion activities to attract more potential students and volunteer teachers
- To assist in the routine work of centre, such as answering parents' questions, answering phone calls, communicating with volunteer teachers and students, etc.

**Special Requirements:**

- Cantonese is required

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



## **Project Orbis International, Inc**

www.orbis.org  
SI-CSS

*Orbis is a nonprofit, organization that prevents and treats blindness through hands-on training, public health education, improved access to quality eye care, advocacy and partnerships with local health care organizations. By building long-term capabilities, Orbis helps its partner institutions take action to reach a state where they can provide, on their own, quality eye care services that are affordable, accessible, and sustainable.*

**Topic/Post A:** Fundraising Campaign Project Management and Marketing

**Location:** Kwun Tong, Kowloon, Hong Kong

### **Internship Description:**

- To offer creative force contribution to promote Orbis's sight-saving message at different levels from schools, associations, religious groups to corporations
- To reach and liaise with donors through events participation, telemarketing or school talks
- To have bilingual writing for letters/ proposals and etc.
- To research on database and updates
- To attend and offer logistic support at Orbis's events

### **Special Requirements:**

- Excellent communications and writing skills
- Proactive & presentable
- Detail-minded
- Willing to help on administrative work
- Nice phone manner is necessary
- Cantonese is required

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

**Topic/Post B:** Public Relations and Communications

**Location:** Kwun Tong, Kowloon, Hong Kong

**Internship Description:**

- To assist in developing and implementing PR plan and program
- To develop press releases, coordinate media interviews and enquiries, clipping report of Orbis's news
- To provide on-site support in PR events, administrative support for the department
- To edit and proofread copywriting materials, promo for fundraising campaigns
- To manage simple design jobs in print and electronic materials

**Special Requirements:**

- Excellent communications and writing skills
- Proactive
- Detail-minded
- Willing to help on administrative work
- Nice phone manner is necessary
- Proficient in Photoshop, Adobe Illustrator, Premier Pro is preferred but not mandatory
- Cantonese is required

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



## **Rooftop Republic Urban Farming**

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

SI-CSS

*Rooftop Republic Urban Farming is co-creating green cities and edible landscapes where everyone is empowered to grow our own food. We achieve this through urban edible landscape design, build and management as well as education and engagement programmes.*

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

**Topic/Post:** Urban Farming Internship in Hong Kong

### **Internship Description:**

- To support in the planning and execution of our urban farming services, namely urban farm set ups and management
- To promote and highlight sustainability through urban farming at our workshops and events and to conceptualize, plan and implement workshops and events that are engaging and educational
- To conduct in-depth analyses of the urban farming landscape to inform our business development strategy
- To assist in preparation of promotional materials, social media content, curriculum materials, to generate awareness and action among our target audiences in urban farming

### **Special Requirements:**

- Self-starter, with strong organizational and communication skills
- Good attention to detail
- Enjoy working outdoors at our rooftop farms
- Ability to work independently and as part of a team
- A good command in Chinese (Cantonese) and English

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





## **SPCA**

www.sPCA.org.hk  
SI-CSS

*SPCA was first formed by a group of volunteers in 1903 and became active in 1921. We believe that animals are living creatures which like humans, are able to feel pain, hunger and thirst. We should not inflict any suffering upon our fellow creatures just because they can't speak.*

**Location:** Wan Chai, Hong Kong

**Topic/Post:** Volunteer Project Coordinator (Education)

### **Internship Description:**

- To assist in preparation work for our education programs, such as workshops, exhibitions, comics and other upcoming projects
- To assist in education talks and tours in the centre
- To carry out research work on history of SPCA(HK) for the centenary book
- To help in outdoor educational activities / events if necessary
- To support admin tasks, draft documents, research, data entry, etc

### **Special Requirements:**

- Fluent spoken Cantonese and English and written Chinese and English
- Cantonese is required

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



## **The Democratic Party**

www.dphk.org  
SI-CSS

*Rooted in Hong Kong, The Democratic Party aims to enhance democracy and freedom, and to uphold human rights and the rule of law. We also commit to ensure the core values that every Hong Kong people cherishes are protected and consolidated. We endeavors to fight for a fair and competitive society, eliminates discrimination, fosters the prosperity of our economy and a comprehensive welfare and social security system so that individual potential can be developed.*

**Location:** Prince Edward, Hong Kong

**Topic/Post:** Internship at Councillor's Office

### **Internship Description:**

- To assist in network development, cases solving and research planning
- To assist in clerical tasks in the District Councilor's office
- To assist in programme planning and organising community services
- To assist our Councilors in preparing the materials and documents for Council meetings

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



**THE WOMEN'S FOUNDATION**  
RESEARCH • COLLABORATE • CHANGE  
婦女基金會 研究・合作・改變

## The Women's Foundation

[www.twfhk.org/](http://www.twfhk.org/)  
SI-CSS

*The Women's Foundation is a non-profit organisation dedicated to improving the lives of women and girls in Hong Kong. We conduct groundbreaking research, run impactful community programmes and engage in education and advocacy in the pursuit of three main goals: challenging gender stereotypes, empowering women in poverty to achieve a better quality of life for themselves and their families, and growing the number of women in decision-making and leadership positions.*

**Location:** Sheung Wan, Hong Kong

**Topic/Post:** Community Programmes on Girls Go Tech, TEEN, Media Literacy and Financial Literacy

### Internship Description:

- To conduct pre-workshop preparations; to facilitate and encourage students' discussions and participation in activities; to ensure safe use of all equipment; and lead small group discussions; and to help with classroom management during workshops
- To assist in school events and support the logistics of other programmes
- To assist in the general administration of workshops and ad-hoc activities, including preparing workshop supplies, data input of evaluation questionnaires, compiling evaluation summaries
- To support other TWF programmes or events (e.g. IWD lunch, Gala Dinner, etc.) upon request
- To assist in other ad-hoc events and tasks upon request

### Special Requirements:

- Familiar with Microsoft applications such as Word and Excel
- Cantonese is required

**No. of Placement(s):** 4



## Yang Memorial Methodist Social Service

[www.yang.org.hk](http://www.yang.org.hk)  
SI-CSS

*The Independent Living Program (ILP) was started by the Yang Memorial Methodist Social Service in 1983 as a pilot project for mentally handicapped adults. To continue the success of the ILP, a Bradbury Day Activity Centre was opened in October, 1992. It provides systematic, comprehensive and long term training aiming to enable the service users become more independent, to develop their potential and integrate them in the society.*

**Location:** Yau Ma Tei, Kowloon, Hong Kong

**Topic/Post:** Term-time Internship 2018-2019

### **Internship Description:**

- To provide daily care service to mentally handicapped persons with aged 15 or above
- To provide training and activities assistance
- To plan and provide group or training activities

### **Special Requirements:**

- Cantonese is required

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