



## **Civic Exchange**

[www.civic-exchange.org](http://www.civic-exchange.org)  
SI-RPA

*Civic Exchange is an independent Hong Kong-based public policy think tank that was established in September 2000. With the mission to advance civic education and engage society to shape public policy, Civic Exchange undertakes research in air quality, nature conservation and urban environment.*

**Location:** Central, Hong Kong

**Topic/Post:** Research and Event Organising

### **Internship Description:**

- To assist in either one of the research areas: air, biodiversity, climate change, mobility and transport, walkability and urban, water security, well-being and green finance
- To assist in organising events, which may include lectures, workshops, public presentations, facilitation, and special visits
- To assist in stakeholder database enhancement, filing and other administrative duties

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



## **Hong Kong Policy Research Institute – Hong Kong Vision Project**

[www.hkpri.org.hk/](http://www.hkpri.org.hk/)  
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*Hong Kong Vision Project, advocated by Hon. Mr. Tsang Yok-sing, is a research project started by Hong Kong Policy Research Institute in 2016. The project will focus on the study of "One country, Two system" and other major issues faced by HKSAR government.*

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

**Topic/Post:** Policy Research Project

### **Internship Description:**

- To assist in research projects, interview, data analysis and other preparation work related to Social Policy, Law and Legal, Urban Development, Economics, Communication, Education and/ or Politics
- To organise events or conferences
- To help in our social media channels (websites, Facebook etc.)

### **Special Requirements:**

- Cantonese is required

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



## Lung Fu Shan Environmental Education Centre

lungfushan.hku.hk/  
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*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:** Historical Research

### **Internship Description:**

- To conduct historical research on LFSEEC and Lung Fu Shan Country Park
- To analyse historical documents and oral histories
- To assist in exhibition design showing the history of our Centre with oral history and architecture conservation highlights

### **Special Requirements:**

- Experience in historical research or architectural conservation
- Good communication and interpersonal skills
- Proficient in Microsoft Office and other common software
- Exposure to online storytelling tools, e.g. KnightLab Timeline is preferable
- Cantonese is required

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



**MIT Hong Kong  
Innovation Node**

## **MIT Hong Kong Innovation Node**

[hkinnovationnode.mit.edu/](http://hkinnovationnode.mit.edu/)

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*The MIT Hong Kong Innovation Node is building long-term value by enriching the educational experiences of MIT and Hong Kong students in key areas of innovation practice including entrepreneurship, making, and rapid scale-up of prototypes. In accordance with the mission of the MIT Innovation Initiative, we will educate the next generation of global innovators to take their ideas to impact by building a community consistent with the MIT philosophy, for the benefit of all.*

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

**Topic/Post:** Innovation Node Assistant

### **Internship Description:**

- To provide program support for educational activities related to the MIT Hong Kong Innovation Node
- To assist in the production of communications materials
- To produce reports and analyze innovation ecosystem landscape in Hong Kong and Pearl River Delta

### **Special Requirements:**

- Strong command of written English (Cantonese and/or Mandarin is a plus)
- Experience in MS Office productivity tools (Word, Excel, PowerPoint)
- Video/photography experience a plus
- Internship Period: from October 1, 2018 to April 9, 2018

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



## Office of Hon Alvin Yeung, Member of Legislative Council

ayeung.hk/  
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*Alvin Yeung is a member of Legislative Council (New Territories East) and Leader of the Civic Party. He won the by-election in February 2016 and re-elected in the subsequent election in September 2016. His office, commonly known online as "Office 810", has a wide range of duties ranging from policy research, district developments, social media management, media relations to activities organising, so as to support Alvin's daily duties as a LegCo member.*

**Location:** Central, Hong Kong

**Topic/Post:** Building Management Policy and Other Policy Researches

### **Internship Description:**

- To assist in data collection, data input and case analysis on building management policy
- To assist in preparing speech for meetings of Legislative Council
- To assist in organising community activities

### **Special Requirements:**

- Cantonese is required

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



## **St. Barnabas' Society and Home**

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

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*St. Barnabas' Society and Home provides a -in day centre, emergency shelter, free hot meals, outreach and other services to the homeless and poor.*

**Location:** Western District, Hong Kong

**Topic/Post:** Research Project

### **Internship Description:**

- To work with other intern researchers to plan the research
- To create a questionnaire for interviewing service users
- To conduct in-depth interview and research on the operations and services of the centre
- To prepare progress and final report of the research

### **Special Requirements:**

- Self-driven and creative
- Strong sense of responsibility
- A good team player and communicator
- Fluent in English and Cantonese
- Good research skills and English writing skills
- Proficient in Microsoft Word, Excel and PowerPoint
- Cantonese is required

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



## The Hong Kong Federation of Youth Groups

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

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*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.*

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

**Topic/Post:** Course Coordinator in Policy Analysis and Debate Course

### **Internship Description:**

- To assist in organizing a social policy related course of Leaders Foundation Programme-Policy Analysis and Debate with design and compile a teaching manual about current issue and area of discussion
- To liaise with renowned speakers, professors and tri-sector leaders
- To conduct research on perspective on youth towards social issues
- To provide administrative and logistic support on training
- To prepare relevant publications and materials

### **Special Requirements:**

- Strong sense in various social issues and communication skills
- Good command of computer & internet software (MS Word and Excel)

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