



Amity Foundation

www.amityfoundation.org
SI-CMC

The Amity Foundation is an independent Chinese Civil Society Organisation that is supporting sustainable development in China and worldwide. The Amity Foundation Hong Kong shares identical visions and missions with its headquarters and is primarily engaged in awareness building, fundraising and advocacy. Amity Foundation Hong Kong provides exposure, exchange and service opportunities to youth in Hong Kong to enhance understanding and cooperation among compassionate and capable world citizens.

Location: Jordan, Kowloon

Topic/Post: Promotion & Communication Intern

Internship Description:

- To assist in promotion of 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 organizing “Poster and Slogan Contest for Living Water” in winter 2019
- To assist in the preparation of Amity’s 10th “Walk for Living Water” in spring 2020
- To conduct presentations at Amity partner schools and organizations

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms preferred Existing interest in sustainable development issues preferred

No. of Placements: 2

archiparti

Archiparti

archiparti.co/
SI-CMC

Archiparti is a new mode of business dedicated to modernising the traditional design and build industry worldwide. We are incubated by Swire Properties, HKU iDendron, Cyberport, Appworks and more. Interns may be recruited as staff after internship.

Topic/Post A: Growth/ Development/ Digital Marketing Intern

Location: iDendron OR Cyberport, Hong Kong

Internship Description:

- To develop creative strategies and assist in growth hacking through basic programming tasks
- To perform critical researches and data analysis within given time frame and resources, so to improve the user experience through studying user feedback, competitor behaviors, industry benchmark etc.
- To understand the needs of different business sectors and support MVP/ WordPress development

Special Requirements:

- Non-Chinese speaking students are welcomed
- Strong interpersonal and communication skills
- Basic to intermediate skills in Python, CSS or WordPress High intelligence, high integrity and high energy This job will be challenging, constantly evolving, high stress at times, yet always rewarding

No. of Placements: 2

Topic/Post B: Design/Branding/Digital Marketing Intern

Location: iDendron OR Cyberport, Hong Kong

Internship Description:

- To complete the following tasks: Social media management, Marketing strategies, Press release, Growth hacking, Creation of promotional content (Copy, Graphics, Videos) and Data analysis
- To creatively develop a visual language to present company value and solutions to the industry: design of visual identity, design of merchandises, design and preparation of presentations and marketing content
- To develop data-oriented marketing strategies, experimenting with different contents and designs
- To assist in other ad-hoc events and activities

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- High intelligence, high integrity and high energy This job will be challenging, constantly evolving, high stress at times, yet always rewarding

No. of Placements: 2

Topic/Post C: Content/ Copywriter/ Digital Marketing Intern

Location: iDendron OR Cyberport, Hong Kong

Internship Description:

- To assist in digital marketing and growth hacking tasks on social media contents; marketing strategies; SEO (Search Engine Optimization) and SEM (Search Engine Marketing); Ad Copy
- To complete the following tasks: Social media management, Marketing strategies, Press release, Growth hacking, Creation of promotional content and Data analysis
- To understand the basics of an e-commerce business, and work with an international team to improve the efficiency of a sales/ lead generation funnel

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- High intelligence, high integrity and high energy
- This job will be challenging, constantly evolving, high stress at times, yet always rewarding

No. of Placements: 2



Branches of Hope

branchesofhope.org.hk
SI-CMC

Branches of Hope's vision is: For all vulnerable and marginalised individuals and communities in Hong Kong will have equal access to resources and opportunities that allow them to realise their dreams and gives them a voice in our society.

Location: Wan Chai, Hong Kong

Topic/Post: Programme Support

Internship Description:

- To assist in communications work for Stop Trafficking Of People (STOP) initiative
- To assist in database entry/ maintenance for Refugees Opportunity and Development (ROAD) Programme
- To assist in fundraising/ marketing and communications related initiatives within Branches of Hope

Special Requirements:

- Non-Chinese speaking students are welcomed
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Carbon Care InnoLab

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: Project Assistant to Climate-focused social innovation programmes

Internship Description:

- To assist in event planning and execution
- To assist in developing social media content which includes Facebook and Instagram and collect data for analytical purpose
- To assist in creating marketing collaterals
- To support in fundraising and brand building initiatives

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Be passionate about climate change challenges and fully committed to our mission
- Knowledge of design software and video editing a plus

No. of Placements: 2



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: 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 as assigned by direct supervisor

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Passion in arts/arts education
- Responsible, organised and self-motivated
- Detail-minded and positive attitude

No. of Placements: 2

Topic/Post B: Performing Arts

Location: Wan Chai, Hong Kong

Internship Description:

- Be in a creative team to brainstorm current and upcoming performing arts projects
- To assist in organising arts related activities programmes
- To support the preparation of marketing materials, and to assist in/draft social media posts and website management
- To assist in data collection to conduct research on programmes and translate basic material from Chinese into English
- To perform other duties as assigned by direct supervisor, sometimes over the weekends

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Strong interest in arts
- Responsible, organised and self-motivated
- Detail-minded and positive attitude
- Willing to take on ad hoc tasks and quick learner

No. of Placements: 2

Topic/Post C: Moving Images

Location: Wan Chai, Hong Kong

Internship Description:

- To participate in coordination, editorial and logistics of moving image programmes
- To assist in planning and execution of publicity of programmes
- To assist in managing the database

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Detail oriented

- Excellent written and oral communication skills
- Responsible and a can-do attitude for working within a fast-paced environment

No. of Placements: 2

Topic/Post D: Urban Revitalisation Public Art Project

Location: Wan Chai, Hong Kong

Internship Description:

- To conduct research and brainstorm current and upcoming public art projects and workshops under a team
- Assist in public art project education programmes, sometimes over the weekends
- To conduct interviews with residents for an arts community project
- To update website and other data collection and data analysis
- To draft social media posts and translate basic material from English into Chinese

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- With background in sociology/urban design and arts is desirable
- Knowledge of Photoshop and/InDesign desirable
- Willing to take on ad hoc tasks and quick learner Independent, responsible and good communicator

No. of Placements: 3



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
SI-CMC

Hong Kong Eating Disorders Association (also known as "HEDA") is a charitable organisation 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: Tsuen Wan, New Territories

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 assist in preparation for flag day
- To provide administrative and logistic support

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 2



香港聖公會福利協會有限公司
HONG KONG SHENG KUNG HUI WELFARE COUNCIL LIMITED

Hong Kong Sheng Kung Hui Welfare Council

www.skhwc.org.hk
SI-CMC

Established in 1966, the Hong Kong Sheng Kung Hui Welfare Council has been providing multifaceted services to individuals across all ages and socioeconomic backgrounds in line with its service philosophy, “Personalised Service, Holistic Care”, to “Transform Lives” so they may be “Lived in Abundance”.

Topic/Post A: Communication Intern - Kowloon City Themed Walking Trail

Location: Ma Tau Chung, Kowloon

Internship Description:

- To assist in contributing posts (including paragraphs and visuals) to social media
- To assist in idea generation and publication of our magazine
- To assist in organizing different cultural activities, e.g. photo exhibition
- To assist in the promotion of cultural activities and write up publicity materials
- To assist in taking daily duties in information centres

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Be punctual and nice, a good team player
- Good knowledge in social media and visual production is a plus
- Knowledge in Cultural, History, Architecture, Conservation or Arts Outdoor work may be required
- May work on weekends and public holidays

No. of Placements: 1

Topic/Post B: Multimedia Design Intern- Kowloon City Themed Walking Trail

Location: Ma Tau Chung, Kowloon

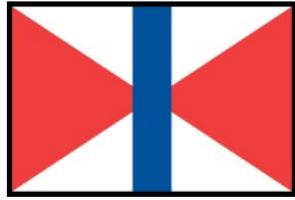
Internship Description:

- To assist in multimedia design and video making
- To assist in idea generation to design creative souvenir
- To assist in making street model
- To assist in designing public hardware, e.g. planter and railing

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Good command in AI, PS, In, Pr, Ae, AutoCAD
- Be punctual and nice, a good team player
- Good knowledge in social media and visual production is a plus
- Knowledge in Cultural, History, Architecture, Conservation or Arts Outdoor work may be required
- May work on weekends and public holidays

No. of Placements: 1



SWIRE

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

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: Corporate Communications

Internship Description:

- To prepare news summary and assist in reviewing and organising newspaper clippings
- To assist in maintaining the stakeholder engagement database
- To support the external team on stakeholder engagement
- To support event planning and update contents of communications materials

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Kongstories

www.kongstories.com
SI-CMC

We are a group of volunteers working together to tell the stories of Hong Kong people by producing the multi-media video.

Location: Tsim Sha Tsui, Kowloon

Topic/Post: Multi-media Production

Internship Description:

- To assist in the technical multimedia production of Kongstories.
- To conduct background research and interviewing people
- To assist in script writing

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Cantonese is required and may need to work in odd hours
- Out of office work is required

No. of Placements: 2



La Violet Charity Foundation Ltd.

www.laviolet.com.hk
SI-CMC

La Violet Charity Foundation (LVF) is a registered charity that organises youth empowerment programmes for schools, corporates, NGOs and public authorities. Programmes include CLP Engineer in school, SuperHero Dream Plan, Jockey Club Community Angel Scheme and Oxfam poverty programme.

Location: Lai Chi Kok, Kowloon

Topic/Post: Marketing Assistant

Internship Description:

- To conduct brainstorm and experiment interesting ideas for promotion
- To design website/posters/flyers, etc. that will be published on social media platforms to increase publicity of our programmes
- To contribute ideas to improve current marketing strategies
- To assist in video/ photography shooting and editing

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Creative interns who are social media frequent users
- Experienced in producing marketing materials, writing website (WIX), video making, graphic design & photography are preferred

No. of Placements: 2



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 Organisation 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

Topic/Post: Fundraising & Promotion Assistant

Internship Description:

- To assist in organisation 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)

No. of Placements: 3



Project Orbis International, Inc

www.orbis.org
SI-CMC

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

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 attend and offer logistic support at Orbis's events
- To assist in database research and update
- To assist in administrative support to the fundraising team and other ad hoc tasks when necessary

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Nice phone manner is necessary

No. of Placements: 1

Topic/Post B: Public Relations and Communications

Location: Kwun Tong, Kowloon

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 1

Topic/Post C: Special Events Coordination

Location: Kwun Tong, Kowloon

Internship Description:

- To offer assistance in administrative work e.g. order forms, mailings, merchandize packing, etc.
Data entry and daily operation work
- To contact and communicate with external parties like vendors, volunteers, etc.
- To offer logistic and on-site support when necessary

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 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.

Topic/Post A: Events & Celebrities Team

Location: Sai Wan, Hong Kong

Internship Description:

- To assist in developing, managing and working with corporate sponsors for various events
- To assist in coordination of events logistic including supplier liaison, attendees, internal planning, onsite setting, F&B and on the day delivery of the events etc.
- To assist in developing content, proof-reading and editing marketing collateral
- To assist in ad-hoc project as assigned by manager

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Lots of initiatives and with a can-do and adaptable attitude
- Good team player with positive attitude and willing to learn with enthusiasm
- Committed to resolving contemporary child rights issue, aiming to help children to attain the right of survival

No. of Placements: 2

Topic/Post B: Donor Service Team

Location: Sai Wan, Hong Kong

Internship Description:

- To assist in maintaining donor particular in CRM (Customer Relationship Management) system and payment processing
- To assist in managing, translating, mailing and keep tracking on correspondent between sponsors and sponsored child
- To assist in donor data cleansing, which includes Welcome pack checking, Batch Receipt lettershop and handling of bounced mail

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Lots of initiatives and with a can-do and adaptable attitude
- Good team player with positive attitude and willing to learn with enthusiasm
- Committed to resolving contemporary child rights issue, aiming to help children to attain the right of survival

No. of Placements: 2



The Family Planning Association of Hong Kong

www.famplan.org.hk

SI-CMC

The Family Planning Association of Hong Kong (FPAHK), a non-profit making organisation, advocates, promotes and provides information, education, medical and counselling services in Sexual and Reproductive Health for the community.

Location: Wan Chai, Hong Kong

Topic/Post: Community Sexual and Reproductive Health and Rights

Internship Description:

- To participate in public education projects, such as Wedding Expo and other events
- To plan and organize social media campaign on "Sexual & Reproductive Health"
- To assist in the production of "Sexual & Reproductive Health" educational materials for various target groups, including ethnic minorities
- To assist and participate in district community education, women's clubs and volunteer activities
- To provide administrative support to Association's Information and Communication Division

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



The Fred Hollows Foundation | 護瞳行動

The Fred Hollows Foundation (HK) Limited

www.hollows.org/hk
SI-CMC

The Fred Hollows Foundation aims to end avoidable blindness around the world with a focus in Asia. We work to support the needed surgery, medical training and medical facilities. We have restored sight to over 2 million people.

Location: Prince Edward, Kowloon

Topic/Post: Marketing and Fundraising for a Global Charity

Internship Description:

- To assist in communications for fundraising including driving for digital marketing strategy and media engagement
- To assist in preparation for the 2020 Humanity Award to be held in May 2020
- To assist in day-to-day fundraising work including development of collateral and consolidation of fundraising data

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms is an advantage but not a must

No. of Placements: 1



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR (United Nations High Commissioner for Refugees)

www.unhcr.org/hk
SI-CMC

UNHCR – The UN Refugee agency: The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. UNHCR Sub-Office Hong Kong (“SOHK”) is one office in our global network providing vital assistance to refugees and other persons of concern in more than 120 countries around the world. The local office is responsible for the promotion and protection of refugee rights in Hong Kong.

Topic/Post A: Digital Communication Team

Location: Yau Ma Tei, Kowloon

Internship Description:

- To assist in increasing the public awareness and fundraising performance of UNHCR’s work that helps PSP to achieve goals via digital platforms
- To work closely with UNHCR and support the implementation of communication work and promotional activities of PSP by providing market research and content creation to the unit
- To translate, copywrite, review, revise and produce PSP digital content where needed i.e. blogs, feature stories, photo galleries, social media assets, digital creatives, e-newsletter copies, videos and web site content
- To liaise and coordinate with externals for market quotations, partnerships and digital promotions
- To produce reports and analyze digital trends and communication performance on demand

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Reliability in keeping deadlines and delivering a high quality of work

No. of Placements: 1

Topic/Post B: Communications and Campaign

Location: Yau Ma Tei, Kowloon

Internship Description:

- To work with the team to enhance public awareness of UNHCR through communications and campaign strategy to reach out to mass public
- To explore opportunity of corporate partnership by data collection, marketing research and solicitation with external parties
- To develop communications and campaign materials for promotion and public education
- To assist in Refugee Film Festival and other events preparation and onsite event management

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 2