



Action for REACH OUT

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

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 organising centre-based services for female sex workers
- To assist in data entry and database maintenance

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
- Open-minded, with respect for sex workers
- Available for out-of-hours outreach work

No. of Placements: 2



Caritas Pokfulam Community Development Project

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 organisations.

Location: Pokfulam Village, 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 Oral History Project of the Old Dairy Farm workers in the village (including oral history collection & script typing)
- To assist in cultural conservation activities in the village

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Willing to work outdoor and engage with people

No. of Placements: 2



Changing Young Lives Foundation

www.changingyounglives.org.hk

SI-CSS

Changing Young Lives Foundation is a long established charity organisation 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

Topic/Post: Membership Programme for New Centre

Internship Description:

- To assist in re-connecting the old members
- To assist in promoting new membership
- To assist in planning programmes for old and new members

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
- Able to work on Saturday and Sunday; Monday off

No. of Placements: 2



Christian Action Centre for Migrant Domestic Workers

[www.christian-action.org.hk/Migrant Domestic Workers](http://www.christian-action.org.hk/Migrant%20Domestic%20Workers)
SI-CSS

Christian Action has been providing comprehensive services since 1993 to over 200,000 migrant domestic workers who have been economically exploited, or have been unfairly treated or abused during their stay in Hong Kong.

Location: To Kwa Wan, Kowloon

Topic/Post: Adaptability and Assertiveness

Internship Description:

- To assist in conducting sessions toward migrant domestic workers in the shelter in terms of enhancing their adaptability and assertiveness skills
- To assist in escorting migrant domestic workers in need for the purpose of obtaining their rights
- To assist in collecting relevant data/information related to migrant domestic workers issue

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
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 1



Education for Good

education-for-good.com

SI-CSS

Education for Good (EFG) helps organisations innovate with social values. EFG is a social innovation consultancy. We partner with companies and organisations to help nurture and scale social innovations.

Location: Lai Chi Kok, Kowloon

Topic/Post: Adaptability and Assertiveness

Internship Description:

- To assist in conducting sessions towards migrant domestic workers in the shelter in terms of enhancing their adaptability and assertiveness skills
- To assist in escorting migrant domestic workers in need for the purpose of obtaining their rights
- To assist in collecting relevant data/information related to migrant domestic workers issue

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

No. of Placements: 2



Ever Green Association

hk-evergreen.org
SI-CSS

Ever Green Association is a non-profit making body to promote recycling and environmental-related education.

Location: Wan Chai, Hong Kong

Topic/Post: Pop-up Shop for Ugly Food

Internship Description:

- To assist in conducting a research and development (R&D) project on ugly foods from Western Whole Food Market
- To assist in creating a pop up store for the selling of ugly foods
- To assist in setting up a series of educational programme on ugly foods for the public

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: 4



Hong Kong Committee for UNICEF

www.unicef.org.hk

SI-CSS

UNICEF, United Nations Children's Fund, is the world's leading UN organisation 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 organisation 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 organisation.

Location: Fortress Hill, Hong Kong

Topic/Post: Internship – Youth Engagement

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:

- 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 graphic design or page layout software (e.g. Adobe Illustrator, Photoshop or Office Publisher) is a plus

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-CSS

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”.

Location: Ma Tau Chung, Kowloon,

Topic/Post: Cultural Program Intern- Kowloon City Themed Walking Trail

Internship Description:

- To assist in researching the cultural and historical information in Kowloon City
- To assist in organising different cultural activities and guided tour
- To assist drafting promotional materials in different channels
- To assist in daily duties in information centre

Special Requirements:

- To assist in researching the cultural and historical information in Kowloon City
- To assist in organising different cultural activities and guided tours
- To assist drafting promotional materials in different channels
- To assist in daily duties in information centre

No. of Placements: 1



Hong Kong Women Workers' Association

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: Promotion on environment friendly Greenwise Hub

Internship Description:

- To assist in promoting the service or products from Greenwise Hub
- To assist in organising training workshop for members of Greenwise Hub
- To assist in creating the recording system for production

Special Requirement:

- Non-Chinese speaking students are welcomed

No. of Placements: 2



InspiringHK Sports Foundation

www.inspiringhk.org/
SI-CSS

InspiringHK Sports Foundation was founded in late 2012 with a vision of effecting societal change through spreading sportsmanship. We believe sports has the power to nurture youth in a way that little else does. It is a language that they understand. It also creates hope when they are in times of despair. Our rigorous sports programmes equip youth with values such as confidence, discipline and perseverance, to enable them to overcome challenges that will inevitably appear in their lives.

Location: Quarry Bay, Hong Kong

Topic/Post: Campaign on Youth Sports

Internship Description:

- To conduct extensive research and data back up to justify the cause with PowerPoint introducing decks built
- To assist in developing comprehensive marketing plans to creatively use an extensive network of InspiringHK Sports Foundation to maximise the impact
- To execute the stated marketing plan, including hosting events, organising online crowd-funding events, creating digital media projects etc.

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

No. of Placements: 1



La Violet Charity Foundation Ltd.

www.laviolet.com.hk

SI-CSS

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: Project Assistant

Internship Description:

- To contribute ideas in projects such as dream project, educational programmes and corporate-related projects
- To follow-up project progress and execution
- To explore collaboration opportunities from external parties (e.g. universities, secondary schools, social enterprises, potential corporate partners, etc.)
- To coordinate and maintain relations with different stakeholders
- To suggest and recommend improvements to our existing working process

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
- Responsible and sociable
- Creative mind and passion in education/social enterprise are preferred

No. of Placements: 2



Mother's Choice

www.motherschoice.org
SI-CSS

We are a local charity serving the many children without families & pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls & babies. Our vision is to see every child a loving family.

Location: Kwun Tong, Kowloon

Topic/Post: Sexuality Education for Teenagers with Special Needs

Internship Description:

- To assist in the preparation of teaching materials and documentation of lesson plans used in sexuality education programmes for teenagers with special needs (e.g. intellectual disabilities, ASD, etc.)
- To assist in the review of assessment/ evaluation tools of sexuality education programmes for teenagers with special needs
- To co-facilitate sexuality education programmes in special schools as well as mainstream secondary schools (opportunities vary depending on schools' schedule)

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
- Experience in working with children or youth with special needs is a plus
- Comfortable with talking about sex and relationship in front of medium-sized groups (~10-40 students)
- Willing to travel to different areas in Hong Kong to deliver programmes

No. of Placements: 1



PathFinders Limited

www.pathfinders.org.hk

SI-CSS

PathFinders is a Hong Kong-registered charity. We work to ensure that the most vulnerable children born in Hong Kong, and their migrant mothers, are respected and protected. We believe that every child born in Hong Kong deserves a fair start in life. We empower migrant worker mothers to make informed life decisions and to find a dignified path towards a legal, safe and sustainable future.

Location: Tai Kok Tsui, Kowloon

Topic/Post: Mother Protection Program

Internship Description:

- To support case managers and assist clients in accessing services (e.g. attending court hearings, doctor appointments, labor claim meetings, immigration visits, legal aid appointments, and other appointments as necessary) and to write up case notes
- To conduct simple research on migrants issue
- To assist in clerical work or data entry
- To assist with shelter management

Special Requirements:

- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 2



滙豐智樂遊戲萬象館

Playright Children's Play Association – HSBC Playright Playscope

www.playright.org.hk / 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

Topic/Post: Play Facilitator

Internship Description:

- To assist in play programme to facilitate child-centered play
- To assist in small play projects and also taking the role to plan and execute the planned programmes
- 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

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
- Indoor center in Tai Wo opens from Tuesdays to Sundays, interns will be needed to work either one full day or two half days between Tuesdays to Sundays

No. of Placements: 4



Principal Chan Free Tutorial World

www.hkcnc.org.hk
SI-CSS

Principal Chan Free Tutorial World was established in April, 2011. It is a Non-Profit Organisation recognised 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 communicating with foreign teachers, 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.

No. of Placements: 1

Topic/Post B: Student Leader (Kwai Chung Centre)

Location: Kwai Chung, New Territories

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.

No. of Placements: 1



Rooftop Republic Urban Farming

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

Topic/Post: Urban Farming Internship

Internship Description:

- To support in the planning and execution of our urban farming services, namely farm set-ups, farm maintenance and workshops/events
- To assist in preparation of promotional materials, social media content, curriculum materials, etc.
- To conduct in-depth analyses of new and existing clients to inform our business development strategy
- To provide dedicated administrative support on an as-needed basis

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
- Self-starter, with strong organisational skills
- Good attention to details
- Enjoy working outdoors at our rooftop farms
- Ability to work independently and as part of a team

No. of Placements: 4



Save the Children
救助兒童會

Save the Children

savethechildren.org.hk

SI-CSS

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 programmes. 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: Domestic Programme Team

Internship Description:

- To assist in development of materials for activities in domestic programmes
- To assist in implementing domestic programmes related to different child rights issues
- To provide administrative support to related research and campaigns, include but not limited to consolidation on post programme data, data entry and filing

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
- 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: 1



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.

Topic/Post A: Volunteer Project Coordinator on Education

Location: Wan Chai, Hong Kong

Internship Description:

- To assist in handling education tours
- To assist in preparing for workshops and special event
- To assist in working on comic book contents

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
- Compassionate and love children

No. of Placements: 1

Topic/Post B: Volunteer Project Coordinator on Education

Location: Wan Chai, Hong Kong

Internship Description:

- To build up a good relationship between the society and volunteers
- To assist with some volunteer programmes and event projects
- To support internal and external communications projects
- To update volunteer information in the database
- To provide administrative support to the Volunteer Team

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
- Compassionate and love children

No. of Placements: 2



The Hong Kong Federation of Youth Groups

www.hkfyg.org.hk
SI-CSS

The Hong Kong Federation of Youth Groups (HKFYG) is now the city's main youth work organisation. 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

Topic/Post: Course Coordinator of Leaders Foundation Programme

Internship Description:

- To organise and assist in the Leaders Foundation Programme tailor-made for student-leaders at school, with work including but not limited to the designing and compiling of a teaching manual concerning communication, creativity and public speaking
- To liaise with renowned speakers, professors, tri-sector leaders and other prominent figures
- To provide administrative and logistic support in training sessions
- To prepare relevant publications and materials
- To assist in any ancillary tasks as may be required from time to time, even on an ad-hoc basis

No. of Placements: 2



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/
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: Girls Go Tech Alumni Programme / Boy's Programme / Digital Literacy Programme

Internship Description:

- To provide support in maintaining the Girls Go Tech Alumni online platform, including database management, participant registrations, and activity promotions, etc.
- To provide logistical support for Girls Go Tech Alumni Programme activities
- To provide support to other programmes or events (e.g. Boy's Programme, Digital Literacy Programme, IWD lunch, Gala dinner, etc.) upon request
- To provide other administrative assistance to the team upon request

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: 3



VolTra Hong Kong

www.yang.org.hk
SI-CSS

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

Topic/Post: Project Assistant

Internship Description:

- To plan and coordinate details of events such as workshops, local workcamps, one-day local tour and charity events with our local and overseas partners
- To plan and execute qualitative and quantitative research projects related to our programmes, volunteer application, and/or social media performance
- To participate in our local workcamps and compile pre and post event evaluation reports and provide feedback
- To assist in developing our marketing and promotional initiatives
- To perform administrative and ad-hoc tasks as assigned

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 research methods (e.g. SPSS)

No. of Placements: 2



Yang Memorial Methodist Social Service

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

Topic/Post: Term-time Internship 2019-2020

Internship Description:

- To provide daily care service to mentally handicapped persons with aged 15 or above
- To provide training and activities assistance
- To assist other ad-hoc tasks upon request

Special Requirement:

- Proficiency in written Chinese and fluency in Cantonese

No. of Placements: 2