



## **Asia Monitor Resource Centre 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

### **Special Requirements:**

- Although fluency in Cantonese is 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
- Knowledge in research methods (e.g. SPSS)

**No. of Placements:** 1



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**Location:** Central, Hong Kong

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

### **Internship Description:**

- To assist in the following research areas: air quality, biodiversity, climate change, mobility and transport, walkability and urban, water security, well-being and social waste
- 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

### **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
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

**No. of Placements:** 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.*

**Topic/Post A:** Researches on Education Issues

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

### **Internship Description:**

- To assist in conducting research on major educational issues of Hong Kong
- To assist in carrying out the research, including data collection and organising. Writing and editing tasks may involve as assigned
- To assist in liaising with stakeholders and corresponding bodies in related activities

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

**No. of Placements:** 5

**Topic/Post B:** Researches on Legal Policies

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

**Internship Description:**

- To assist in conducting research on major legal issues and public policies of Hong Kong
- To assist in carrying out the research, including data collection and organising. Writing and editing tasks may involve as assigned
- To assist in liaising with stakeholders and corresponding bodies in related activities

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

**No. of Placements:** 3

**Topic/Post C:** Researches on Public Policy

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

**Internship Description:**

- To assist in conducting researches on major issues of public policy
- To assist in carrying out the research, including data collection and organising. Writing and editing tasks may involve as assigned
- To assist in liaising with stakeholders and corresponding bodies in related activities

**Special Requirements:**

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

**No. of Placements:** 2



## **Hong Kong Public Opinion Research Institute**

[www.hkupop.hku.hk](http://www.hkupop.hku.hk)

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*As a continuation of POP, the Hong Kong Public Opinion Research Institute (HKPORI) aims to collect and study public opinion on topics which could be of interest to academics, journalists, policy-makers, and general public.*

**Topic/Post A:** Research Team

**Location:** Pokfulam, Hong Kong

### **Internship Description:**

- To assist in research projects
- To prepare research reports and press releases
- To carry out quality control measures on history database
- To provide support to large-scale social projects

### **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:** 5

**Topic/Post B:** Data Analysis Team

**Location:** Pokfulam, Hong Kong

### **Internship Description:**

- To perform statistical analyses for a wide range of research projects

- To conduct data cleansing, data validation and result interpretation
- To perform data mining when needed
- To provide general statistical support

**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: 5**



## **Mother's Choice**

[www.motherschoice.org](http://www.motherschoice.org)  
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*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:** Mid-levels, Hong Kong

**Topic/Post:** Social Innovation Internship

### **Internship Description:**

- To assist in the preparation of teaching materials and documentation of lesson plans used in Child Care Home for children with and without special needs (e.g. intellectual disabilities, ASD, etc.)
- To assist in the review of assessment/ evaluation tools of in-house training and programmes for staff
- To assist in training staff and volunteers on "Infants & Children Rights"

### **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



## 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:** At the Centre of the Storm: First Taste of Hong Kong Politics

### Internship Description:

- To assist in the daily works of the Legislative Councillor's Office
- To assist in researches for public policies
- To assist in organising activities and campaigns to promote the Councillor's political belief

### 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
- Interested in politics
- Students major in law or related subjects are preferred

**No. of Placements:** 2





## Ray Bakke Centre for Urban Transformation

rbc.bethelhk.org

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*Ray Bakke Centre for Urban Transformation (RBC) was established under Bethel Bible Seminary (BBS) in May 2012 to equip Christian leaders in Urban Ministry with a focus on Hong Kong, China and Asia. Our Centre endeavors to develop and provide relevant programmes to respond to such need of our times and cities. We are also committed to be a lifelong partner to support these leaders in various ways to develop and carry out city transformation projects.*

**Location:** Kowloon City, Hong Kong

**Topic/Post:** Research and Administration Intern

### Internship Description:

- To assist in planning and conducting Christian-faith related research projects at the Centre
- To help out on Centre's events and workshops management and on-site support
- To assist in administrative work in daily running of the Centre
- To assist in other tasks as appropriate and needed

### Special Requirements:

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

**No. of Placements:** 2



## The Democratic Party

[www.dphk.org](http://www.dphk.org)  
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*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 endeavor 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, Kwoloon

**Topic/Post:** The Democratic Party Internship Programme

### **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 planning programmes and organising community services
- To assist our Councilors in preparing the documents for Council

### **Special Requirements:**

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Knowledge in multimedia software, video editing and social media platforms

**No. of Placements:** 4