

internship 2018 SUMMER



Bachelor of Social Sciences students are normally required, as a condition of graduation, to undertake at least 24 credits (equivalent to 4 courses) of off-campus learning. At least 12 credits must be taken under each of two headings: Social Innovation and Global Citizenship.

Social Innovation

To complete at least 12 credits of off-campus learning under the Social Innovation heading, students will typically undertake a non-paid internship either part-time during the normal academic year, or full-time in the summer. The partnering organizations may be based anywhere in the world. It could be just down the road in Hong Kong. It could be in Mainland China or somewhere else in Asia. Or it could be on the other side of the globe. The key issue is that every student will normally be required to complete a social innovation internship that has been worked out by the Faculty and one of its many community partners.

Students may also complete their social innovation requirement, through the Service Leadership Internship (SLI), which was launched in summer 2012. The interns work as a team (2-5 persons), to initiate, develop and implement (a) service task(s) with evaluation. Through working as a group, interns contribute shared leadership and develop their communication and problem-solving skills to become 'emerging leaders'. By integrating academic knowledge with service task(s), interns learn how to identify problems in novel situations and generate innovative solutions.

Global Citizenship

To complete at least 12 credits of off-campus learning under the Global Citizenship heading, students must study not only beyond the HKU campus, but also outside Hong Kong. Typically, students will undertake either an exchange programme with an overseas university lasting for one semester or one year, or a full-time non-paid summer internship anywhere in the world except Hong Kong, or summer school programmes approved by the Faculty. Note that a non-local internship may be counted as fulfilling either the social innovation or the global citizenship requirement, but not both. Students may not double count credits.

IMPORTANT DATES

CV Writing and Interview Skills Workshop

January 18, 2018 5:30 – 7:30pm @ Social Sciences Chamber

Internship Orientation (compulsory)

Service Leadership Internship: May 30–31, 2018

Local and Non-local Internships: May 30, 2018

Internship Period:

June 4 – July 27, 2018

Five days per week (unless indicated by the CP)

Presentation @ HKU (compulsory)

Service Leadership Internship Poster Conference: August 6, 2018

Local and Non-local Internships:

August 1–3, 2018 (Main Sessions*); or

August 16, 2018 (Alternative Session 1); or

September 3, 2018 (Alternative Session 2#)

* Students' presentations in Main Sessions will be assigned on one day within the period. They are more likely assessed by their own Academic Tutors; presenting with students from the same project; and engaging with other students from the same discipline and similar Community Partners.

Not available for final year students.



Social Innovation and Global Citizenship Internship (Summer 2018)

Internship Period: June 4 – July 27, 2018 (Five days per week) (unless indicated by the CP)

Introduction

The Faculty of Social Sciences has identified two overarching themes for its undergraduate curriculum: Social Innovation and Global Citizenship. The following undergraduate students are required, as a condition of graduation, to undertake the off-campus experiential learning under these twin themes:

* Curriculum

BEd & BSocSc / BSocSc

BJ

BSocSc (G&L) & LLB

BSW

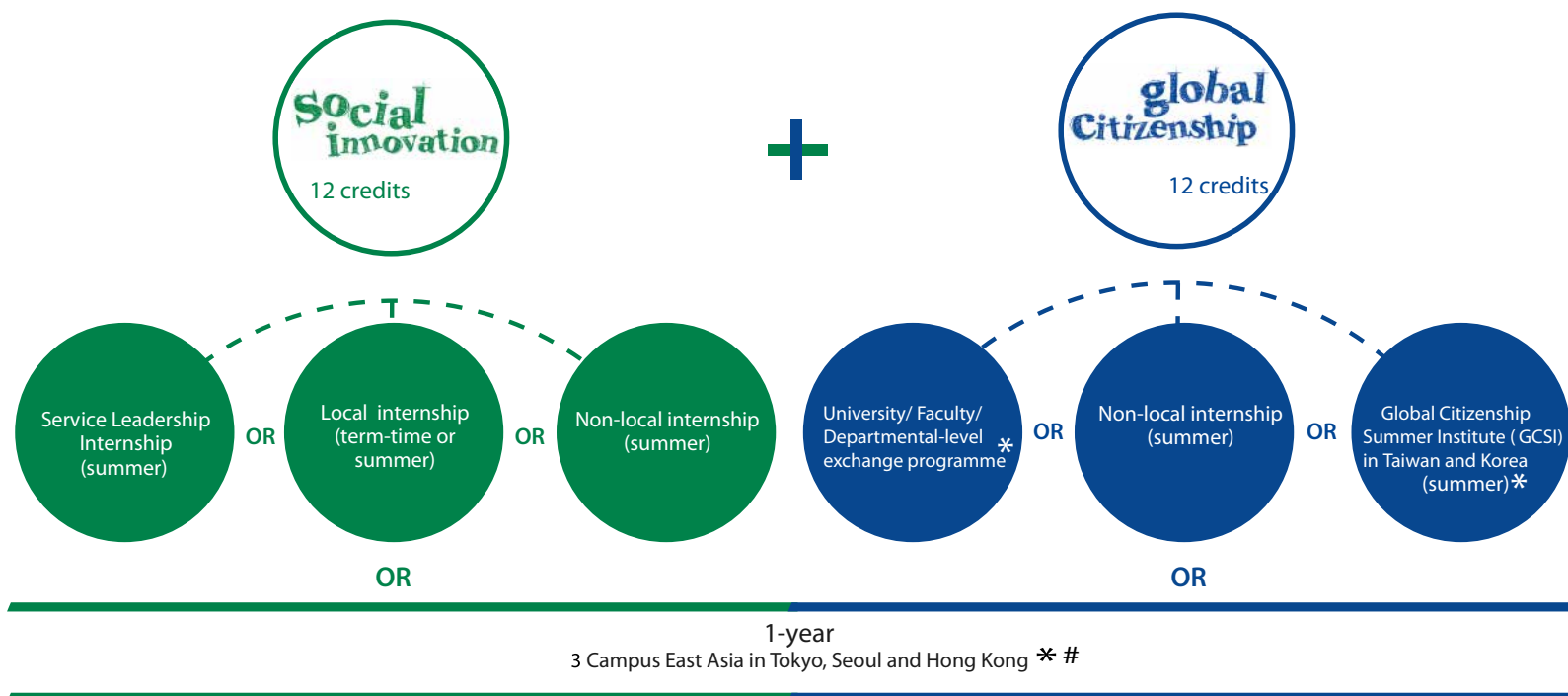
Graduation Requirements

Social Innovation | 12 credits AND **Global Citizenship** | 12 credits

Global Citizenship | 12 credits

Social Innovation | 12 credits OR **Global Citizenship** | 12 credits

Nil (Free Elective)



* Please refer to the Faculty website: www.socsc.hku.hk/sig/;

GCSI may not be offered after 2018, subject to the review of the programme.

Upon successful completion of the 3 Campus East Asia Programme, students can fulfil BOTH **Social Innovation** and **Global Citizenship** requirements.

Internship Vacancy for Summer 2018

Internship Programme	No. of Community Partners	No. of Projects/Topics	No. of Placements
Local Internship	89	141	300
Non- local Internship	33	39	95
Service Leadership Internship	12	16	64
Total	134	193	459

Internship Categories

Clinical and Educational Services (CES)
Communication, Media and Culture (CMC)
Corporate Social Responsibility (CSR)
Community or Social Services (CSS)
Research and Policy Analysis (RPA)

Application Deadline

January 22, 2018 | noon

Online Application:
<http://www.socsc.hku.hk/sigc/apply>



Service Leadership Internship

Service Leadership Internship (SLI) takes place in summer, where student interns work as a team (groups of 2 – 5) at one of our community partners to initiate, develop and implement (a) service task(s). By making use of their social sciences and multi-disciplinary knowledge, student interns contribute as shared leaders to help the organizations generate innovative solutions to authentic problems. SLI has four primary objectives:

1. To strengthen the students' sense of social responsibilities in leadership
2. To help the students acquire the personal competencies in leadership
3. To help the students gain social skills in leadership
4. To enable the students to hone their leadership skills in authentic service to the community

IMPORTANT DATES

Orientation for SLI:

May 30–31, 2018

Internship Period:

June 4 – July 27, 2018

Five days per week (unless indicated by the CP)

SLI Poster Conference:

August 6, 2018

Integrated Essay Deadline:

August 15, 2018

Self-evaluation by Students:

July 30 – August 17, 2018





Psychological Services Group, Hong Kong Police Force
www.police.gov.hk
CES

The Hong Kong Police Force has an establishment of over 28,000 disciplined officers and 4,500 civilian officers, and its vision is to ensure that Hong Kong is one of the safest and most stable societies in the world. The mission of the Psychological Services Group is to enhance psychological resilience of our Force members through best professional psychological services, education and psychological wellness promotion.

Post A

Location: North Point, Hong Kong

Topic/Post: Projects on Police Psychology and De-stigmatization Campaign

Internship Description:

- To assist in conducting research projects on police stress (including levels of stress, critical incident stress, and post-shooting stress) and producing / updating relevant psycho-educational materials (e.g. booklets)
- To assist in a De-stigmatization Campaign, e.g. conducting a research project on mental health stigma, and designing a programme on de-stigmatization and producing relevant psycho-educational materials (e.g. video clips, pamphlets)
- To assist in other daily works

Special Requirements:

- Good Chinese and English reading and writing skills
- Knowledge on conducting social science research e.g. literature review, data analyses using SPSS, report writing
- Experiences on producing publicity or psycho-educational materials preferred
- Cantonese is required

No. of Placement(s): 2

Post B

Location: North Point, Hong Kong

Topic/Post: Development Assistant of the Criminal Psychology Unit (CPU)

Internship Description:

- To assist in research on criminal psychology, e.g. sexual violence, domestic violence, murder, terrorism, etc.
- To assist in making video and sound clips or other material for the unit
- To assist in other tasks as appropriate and needed

Special Requirements:

- Understand the importance of confidentiality
- Good Chinese and English writing skills
- Interested in criminal psychology

No. of Placement(s): 2

Post C

Location: North Point, Hong Kong

Topic/Post: Suicide Prevention Research cum Suicide Prevention Programme for 2018

Internship Description:

- To assist in conducting a suicide prevention research for those police suicides that happened in the past ten years
- To assist in preparing a suicide prevention programme for 2018
- To assist in developing new initiatives in preventing police suicides

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



The Sprouts Foundation Limited
www.sproutsfoundation.org
CES

We aim to break the cycle of inter-generational poverty in Hong Kong by giving under-privileged students' free access to more effective English-language and IT training, along with wider career opportunity and personal exposure. We do this through after-school and summer programs run together with Po Leung Kuk in Tai Wai, NT.

Location: Tai Wai, N.T, Hong Kong

Topic/Post: Sprouts Foundation Summer Internship 2018

Internship Description:

- To help with strategic planning to reduce education inequality
- To assist the Native English Teachers in the classrooms
- To assist in outings and other internal functions e.g. graduation ceremony
- To help plan and organize summer activities for the children
- To assist in office resources management

Special Requirements:

- Be innovation, proactive and enjoy being with kids

No. of Placement(s): 2



Walk in Hong Kong Limited
www.walkin.hk
CMC

Walk in Hong Kong tours are designed with love, well-researched, and open to anyone eager to experience the lesser-seen sides of Hong Kong. Our tours are fun and informative, and celebrate the city's past and present in all their gritty, quirky glory. Coming from a variety of professional backgrounds, each of our knowledgeable guides has plenty of personal stories to share about this fair city. Most importantly, they all live a shared passion to promote Hong Kong beyond what's in the usual guidebooks. We also offer bespoke tours for schools, companies and private groups in English, Cantonese and Mandarin.

Location: Sheung Wan, Hong Kong

Topic/Post: Cultural Tourism Intern

Internship Description:

- To develop new cultural walking tours for tourism market
- To conduct archive research, oral history interviews on specific topics related to heritage, community lives, traditions, etc.
- To prepare walking tours and related narrative scripts based on the research findings
- To locate niche target groups and assist in the execution of marketing and promotion plan
- To provide administrative support

Special Requirements:

- Interested in cultural tourism and heritage conservation

No. of Placement(s): 4



Alaya Consulting
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Building Trust Through Narrative

Alaya Consulting Limited
www.alayaconsulting.com.hk
CSR

Alaya Consulting is a specialist consultancy focusing on ESG Reporting. We are GRI Certified Training Partner and Data Partner.

Location: Shatin, New Territories, Hong Kong

Topic/Post: Sustainability Process Research and Annual ESG Analysis

Internship Description:

- To assist analyzing the ESG reports in Hong Kong
- To assist researching the best practices of sustainability process
- To assist preparing non-financial reports

Special Requirements:

- Student is required to bring their own laptop

No. of Placement(s): 4



World Green Organisation
www.thewgo.org
CSR

The World Green Organisation (WGO) is an independent non-governmental organisation concerned with environmental conservation and environmentally related livelihood and economic affairs. It provides a holistic approach to a fully integrated three-pronged solution that combines social, environmental and economic aspects for an environmental revolution.

Location: Lai Chi Kok, Kowloon, Hong Kong

Topic/Post: Project Development Teams on Green Compliance and Award

Internship Description:

- To assist Project Manager in conducting "work-shadowing" in Green Office Audit; composing reports on audit research results of Green Office Awards Labelling Scheme (GOALS) and in preparations on GOALS Ceremony of Spring Term
- To assist Project Manager in reports composing on Sustainable Business Award (SBA) and in preparations on SBA Ceremony and SBA Gala Luncheon
- To assist Media Manager in preparations on press conference; coordinating corporate engagement of the events; and composing articles which will be posted on media
- To assist Project Managers in preparation on the upcoming events in 2018

Special Requirements:

- Cantonese is required

No. of Placement(s): 6



Catholic Diocese of Hong Kong - Diocesan Pastoral
Centre for Workers (Hong Kong Island)
www.facebook.com/dpcwhki/
CSS

Established on May 1, 2000, the Diocesan Pastoral Centre for Workers (Hong Kong Island) aims at providing a variety of services to meet the needs of the workers in the Hong Kong Island. With the mission of "Walking side by side with the Workers, our work encompasses employment law enquiry, labour education, employment support, workers' mutual help groups, employment right protection and labour policy advocacy.

Location: Chai Wan, Hong Kong

Topic/Post: Innovative Caring Team for Sanitary Workers

Internship Description:

- To assist in visiting sanitary workers working in the Eastern District to explore the extent to which they suffer from musculoskeletal strain and how they deal with the problem
- To assist in identify any organization in the Eastern District which provides free or affordable medical and healthcare services
- To assist in developing a funding proposal for providing free or affordable Chinese medicine services to the sanitary workers in need for the relief of musculoskeletal strain

Special Requirements:

- A good skill in leadership
- With genuine concern to the underprivileged
- Able to take innovative actions to relieve the problem of the underprivileged

No. of Placement(s): 4



Gaga Store
gagastore.hk/
CSS

Gaga Store is a social enterprise promotes ethical consumerism and cooperative movement. We partnered with iCOOP Korea, which is the biggest cooperative in Korea to promote healthy and environmental friendly products.

Location: Mong Kok, Kowloon, Hong Kong

Topic/Post: Business Development Project

Internship Description:

- To assist in writing business plan and conducting financial analysis
- To assist in creating marketing materials for Gaga kitchen and Gaga store
- To assist in facilitating social events and activities

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



Healthy Seed
www.healthyseed.org
CSS

We aim to create public awareness the importance of early childhood development through different channel of media such as radio program and social media and to educate public proper child nurturing concept through online platform and conducting workshops with different NGOs and schools.

Location: Wan Chai, Hong Kong

Topic/Post: Operational Framework Development and Social Impact Measurement

Internship Description:

- To research good practice of parent-child centre for underprivileged family with age 0-6 children in other countries
- To develop the draft of governance and operation framework of Parent-Child centre
- To develop the draft of governance and operation framework of Parent-Child centre
- To develop the framework to measure the social return of investment (SROI)
- To review the impact, relevance, effectiveness, efficiency, sustainability and partnerships for various children and parent projects

No. of Placement(s): 4



學前教育部
Pre-school Education
Department

Hong Kong Young Women's Christian Association
www.ywca.org.hk
CSS

Found in 1920, Hong Kong YWCA is committed to be a non-governmental organization to enrich life through Christian values, a women movement advancing liberty and equality and a service pioneer in meeting pressing needs. To date, Hong Kong YWCA has bloomed to be a multi-service organization, with over 70 services units spreading over the territory, to service targets ranging from infants to senior people of over 50 nationalities.

Location: Sham Shui Po, Kowloon, Hong Kong

Topic/Post: Children Story Books Creation

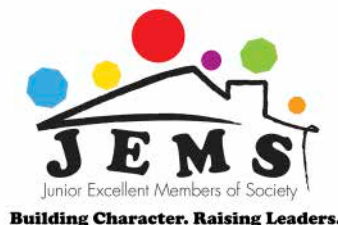
Internship Description:

- To produce pictures for the six story books with 8 pages each for children aged 4 to 6
- To create content for each page including short sentences that fits children's reading abilities
- To read the stories to children and to record their response(s)

Special Requirements:

- With skills of drawing and art work
- Capable of using software to draw pictures
- Have some basic concepts of literacy development of children aged 4 to 6
- Cantonese is required

No. of Placement(s): 5



JEMS Learning House / Character Education Foundation
jems.com.hk / www.characterday.hk
CSS

JEMS Learning House was founded in 2009 with the vision of seeing each child as a Junior Excellent Member of Society (JEMS). JEMS is an English-speaking, after school learning community focusing on Character Education for children up to aged 12. With the belief that great leaders who contribute to society not only have to be intelligent but also have to have strong character and values, the curriculum at JEMS focuses on building character as a foundation for raising leaders.

Post A

Location: Wanchai, Hong Kong

Topic/Post: Character Building: Teacher's Assistant

Internship Description:

- To assist teachers with Character Education classes, which may include leading class activities and facilitating class engagement; closely observe students in class and write observation notes after class
- To help teachers in preparing for classes, which may include preparing class materials, crafts, and organising games to facilitate class activities; interact with and oversee students during out-of-class times
- To work with students in creating class projects for the JEMS Annual Charity Carnival event in June; assist in event planning of rolling out charity event and student graduation of 800+ guests

No. of Placement(s): 5

Post B

Location: Wanchai, Hong Kong

Topic/Post: Character Campaign: Team Assistant

Internship Description:

- To assist team in putting together social media marketing plan for Character Day Hong Kong (CDHK) campaign
- To help team in organising citywide event for the press and guests
- To translate texts from English to Chinese
- To create visuals to be used for the promotion of CDHK, assist in putting together Character Handbooks for the promotion of CDHK
- To work with video production team in providing help where needed when interviewing CDHK Ambassadors [www.characterday.hk]

No. of Placement(s): 3



Social Enterprise Business Centre
www.socialenterprise.org.hk/en
 CSS

The Hong Kong Council of Social Service established Social Enterprise Business Centre in 2008, which advance social entrepreneurship and mobilize social innovation. SEBC strategically partnered with a number of professional organizations and multinational corporations to synergize social resources for cross-sectoral partnership. Core Businesses mobilize social change, including social awareness building, sustainable consumption and social innovation elements.

Post A

Location: Wan Chai, Hong Kong

Topic/Post: SEBC Intern

Internship Description:

- To assist in promotion and marketing of Social Enterprises' products
- To assist in SIE funding management, daily operation of Good Goods shop, the ACT social awareness programme
- To assist communicating with corporate and Social Enterprises
- To assist in the arrangements of logistics of SE products delivery
- To assist in other project coordination work

Special Requirements:

- Cantonese is required

No. of Placement(s): 6

Post B

Location: Wan Chai, Hong Kong

Topic/Post: Social Enterprise Impact Assessment Project

Internship Description:

- To create an impact assessment report on respective social enterprise startups, including survey design, interview, the application of SROI, etc.
- To assist in producing marketing materials for social enterprise startups
- To assist in providing strategic recommendations on business plan for social enterprise startup
- To work in respective social enterprise startups and assist their daily operations

Special Requirements:

- Students will attend training on conducting impact assessment, writing social business model and recommendations at the HKCSS before they are attached to a specific social enterprise startups for in-depth analysis
- Cantonese is required

No. of Placement(s): 10



Hulu Culture Limited
www.huluhk.org/
CSS

Founded in 2009, Hulu Culture is a non-profit and cultural organization, aiming to preserve and promote Hong Kong local culture. Through fusing traditions into arts and design and organizing various kinds of exhibitions and events, the organization protects traditional cultural heritage, represents local spirit and stimulates folk creativity, and consequently enhances public's understanding in local culture. Moreover, the organization creates platforms and opportunities for people from different social strata to participate and share, hoping that the future generations will benefit and see the value of local culture.

Location: Kwun Tong, Kowloon, Hong Kong

Topic/Post: Hong Kong Jockey Club Heritage x Arts x Design Walk

Internship Description:

- To assist in doing community research
- To interview community stakeholders and old shops
- To discover interesting stories and record them

Special Requirements:

- Cantonese is required

No. of Placement(s): 3



I worked at Labour Action China with a research focus on pneumoconiosis in China. It was a challenging yet very fruitful internship program since I had chances to work in the mainland, where I gained valuable first-hand experiences in labour research.

*Vanessa Tam (BSocSc)
Labour Action China*

Local Internship

A **local internship** can fulfil the Social Innovation Internship (FOSS2018) requirement. It offers in term time (spreading across two semesters, one day or two half-days per week; application opens in June) and summer semester (for two months; application opens in January) to cater different study plans and needs of students.



IMPORTANT DATES

Orientation for Local Internships:

May 30, 2018

Internship Period:

June 4 – July 27, 2018

Five days per week (unless indicated by the CP)

Presentation for Local Internships:

August 1–3, 2018 (Main Sessions*); or

August 16, 2018 (Alternative Session 1); or

September 3, 2018 (Alternative Session 2#)

Integrated Essay Deadline:

August 15, 2018

Self-evaluation by Students:

July 30 – August 17, 2018

* Students' presentations in Main Sessions will be assigned on one day within the period. They are more likely assessed by their own Academic Tutors; presenting with students from the same project; and engaging with other students from the same discipline and similar Community Partners.

Not available for final year students.



In addition to experiencing local life and integrating knowledge into practice, internship provided me a different way of learning. I have improved my ability to work and know the basic working ethics, and certainly realized how to be a better self. It was an unforgettable experience.

*Gao, Xunfu (BSocSc)
Democratic Party*





學友社
Hok Yau Club

Hok Yau Club
www.hyc.org.hk
CES

Please refer to the official website for details

Location: Sham Shui Po, Kowloon, Hong Kong

Topic/Post: Navigator Scheme 2018

Internship Description:

- To assist the operation of the service learning part (Community Internship)
- To assist the competition part for the F2-F5 students
- To assist the preparation work of the training part for the F6 students

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



Yang Memorial Methodist Social Service Bradbury Day
Activity Centre
www.yang.org.hk
CES

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: Social Innovation Internship

Internship Description:

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

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



Jockey Club iREACH Social Competence Development and Employment Support Center
ireach.nlpra.org.hk
CES

The Center was established by the New Life Psychiatric Rehabilitation Association in 2014. The Center aims to provide lifespan supportive service for persons with Autism Spectrum Disorder/Asperger's Disorder, to support their needs across various developmental stages, whereby to facilitate their integration to the community. Our team provides social competence training, supported employment services and individual counselling for persons with ASD.

Location: Chai Wan, Hong Kong

Topic/Post: Serving Adolescents and Adults with Autism Spectrum Disorder (ASD)

Internship Description:

- To assist in planning and delivery of training in social competence, emotion regulation and time management for adolescents and adults with ASD
- To assist in organizing interest activities for persons with ASD and their families
- To assist in training and support for community members and volunteers
- To assist in research and evaluation of programs
- To provide administrative support to the services of clinical psychology

Special Requirements:

- Major in Psychology and proficiency in SPSS are preferred
- Need to work on Tuesdays to Saturdays
- Good command in written Chinese and English
- Ability to work flexibly in team
- Interested in ASD and mental health services
- Cantonese is required

No. of Placement(s): 1



香港賽馬會慈善信託基金
The Hong Kong Jockey Club Charities Trust
同心同步同進 RIDING HIGH TOGETHER



New Life
Psychiatric Rehabilitation Association
新生精神康復會



Joyful (Mental Health) Foundation
www.jmh.f.org
 CES

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): 2



La Violet Charity Foundation Ltd.
www.laviolet.com.hk
 CES

LVF is a registered charity that organizes youth empowerment programs for schools, corporates, NGOs and public authorities. Programs include CLP Engineer in school, SuperHero Dream Plan, Jockey Club Community Angel Scheme and Oxfam poverty program.

Location: Lai Chi Kok, Kowloon, Hong Kong

Topic/Post: Project Assistant

Internship Description:

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

Special Requirements:

- Responsible and sociable interns
- Creative mind and passion in education/social enterprise are preferred
- Not necessary to have related experience
- Cantonese is required

No. of Placement(s): 2



Playright Children's Play Association – HSBC Playright
Playscope

www.playright.org.hk / www.playscope.org.hk
CES

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: Work Setting in a Social Enterprise as a Play Facilitator

Internship Description:

- To assist workers with play programme to facilitate child-centered play
- To assist 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 administrative work and paper work

Special Requirements:

- Cantonese is required

No. of Placement(s): 6



Policy for **Sustainability** Lab
Faculty of Social Sciences, HKU



Policy for Sustainability Lab - HSBC Rural Sustainability
@ Lai Chi Wo

www.socsc.hku.hk/psl/laichiwo/index.html
CES

The Programme is a locally initiated collaborative project launched since 2013, aiming at rejuvenating Lai Chi Wo village and, through which, developing a viable model for rural revitalization grounded upon a sustainability approach.

Location: Sha Tau Kok, New Territories, Hong Kong

Topic/Post: Experiential Learning at Lai Chi Wo

Internship Description:

- To assist the development of experiential learning programme for youth using rural context at North-east New Territories
- To prepare learning package and materials
- To organize trial run of experiential learning activity and conduct review

Special Requirements:

- May be required to stay overnights at the village
- Physically fit to work outdoors in hot weather

No. of Placement(s): 4



Project Orbis International, Inc
www.orbis.org
CES

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.

Location: Kwun Tong, Kowloon, Hong Kong

Topic/Post: Project Management in School

Internship Description:

- To conduct research and analyze channels (both offline and online) in promoting school campaigns
- To assist team in school projects such as school talks, workshops, etc.
- To reach and liaise with schools through phone calls for Orbis World Sight Day Campaign
- To write bilingual letters, proposals, etc.
- To offer other administrative support when necessary

Special Requirements:

- Nice phone manner is necessary
- Skills in MS Office (Word, Excel, PowerPoint) and Chinese word processing
- Willing to help administrative work and tele-marketing
- Passionate to try NGO work
- Cantonese is required

No. of Placement(s): 1



Race for Education Accessibilities for Every Child
www.reach.org.hk
CES

Race for Education Accessibilities for Every Child ("REACH") is a registered education charity whose mission is to create a reading movement amongst primary schools in Hong Kong. By spreading a reading culture across the city, we aim to transform the lives of marginalized students through a love for reading. It is our belief that the ability to read and the cultivation of a reading habit are essential to children's academic and overall life-long development. Unfortunately, many children from low socioeconomic status families lack exposure to proper reading and education resources in Hong Kong. Children from these families are more susceptible to reading difficulties as they develop language skills more slowly, showing delayed abilities in letter recognition and phonological awareness.

Location: Central, Hong Kong

Topic/Post: Reading Movement among Primary Schools

Internship Description:

- To assist in analyzing data and feedback received from primary school students regarding their reading motivation and habits
- To assist in exploring innovative and effective solutions to help improve students' reading motivation and reading abilities
- To assist in designing and implementing REACH reading programme for 2018-19 based on research and statistics collected

No. of Placement(s): 3



SPCA
www.sPCA.org.hk
CES

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 projects, such as comic book, exhibition 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 and different educational topics
- To help in outdoor educational activities / events if necessary
- To assist in other administrative tasks, drafting documents, data entry, etc.

Special Requirements:

- Fluent spoken and written Cantonese and English
- Enjoy or have experiences interacting with children
- Cantonese is required

No. of Placement(s): 2



The Women's Foundation
www.twfhk.org/
CES

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: T.E.E.N. Programme (Youth-led programme with strong gender focus)

Internship Description:

- To assist in implementation of activities on the T.E.E.N. Programme, including Training Camp, Youth Engagement Training Workshop and Work Attachment
- To complete other assignments on TWF's community programme
- To provide general administrative support, include but not confine to logistic arrangement

Special Requirements:

- Proficiency in spoken and written English and Chinese
- Proficiency in computer literacy (including Chinese word processing)
- Passionate about youth work
- Interested in gender or diversity issues
- Cantonese is required

No. of Placement(s): 2



The Wave
www.thewave.com.hk
CMC

The Wave is a Certified B Corporation, aiming to transform and create a new business platform in Hong Kong, where different businesses are fully encouraged, empowered and enabled to innovate freely and thrive for the betterment of the community.

Location: Kwun Tong, Kowloon, Hong Kong

Topic/Post: Creating Shared Value to Hong Kong Local Community

Internship Description:

- To assist in the planning of new shared value and/or beneficial corporation initiatives
- To assist in researches for community projects, potential partnership, co-working space, event venues and office space
- To assist in the coordination of community events / projects
- To assist in ad-hoc tasks as assigned

Special Requirements:

- With "willing-to-learn" and "willing-to-share" attitude is preferred
- Being a proactive and outgoing team builder is an advantage

No. of Placement(s): 2



Hong Kong Center

Asia Society Hong Kong Center
asiasociety.org/hong-kong
CMC

Founded in 1956 by John D. Rockefeller 3rd in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Location: Admiralty, Hong Kong

Topic/Post: External Affairs Department

Internship Description:

- To assist in company event report writing, news reporting (social media and blogs) and translation
- To assist in media relations
- To assist in site touring, school and community outreach

Special Requirements:

- Chinese word processing is necessary
- Get familiar with different social media

No. of Placement(s): 3



Amnesty International Hong Kong
www.amnesty.org.hk/web/CMC

Amnesty International is a worldwide movement of people who campaign for internationally recognized human rights to be respected and protected.

Post A

Location: Jordan, Kowloon, Hong Kong

Topic/Post: Media and Communication in INGO

Internship Description:

- To assist in media publicity of events including (but not limit to) Hong Kong's first human rights documentary film festival and media events
- To develop innovative ways including (but not limit to) infographics, video, to promote Human Rights messages on social media platforms
- To assist in publication typesetting, branding and organization promotion
- To assist in Chinese-English translation

Special Requirements:

- Skills in Graphic Design
- Particularly, intermediate level of Photoshop or AI or InDesign
- Cantonese is required

No. of Placement(s): 1

Post B

Location: Jordan, Kowloon, Hong Kong

Topic/Post: Resources Mobilization in INGO

Internship Description:

- To plan and execute different projects to mobilize resources for the organization
- To carry out donor retention programme
- To prepare communications materials for our supporters

No. of Placement(s): 2

Post C

Location: Jordan, Kowloon, Hong Kong

Topic/Post: Publicity on Human Rights Messages

Internship Description:

- To write articles related to Human Rights
- To develop innovative ways including (but not limit to) infographics, video, to promote Human Rights messages
- To assist in carrying out different HRE programmes, including Human Rights Young Journalists Training

No. of Placement(s): 1

archiparti

Archiparti
archiparti.co/
CMC

Archiparti is a new mode of business dedicated to modernizing the traditional design and build industry worldwide. It provides the infrastructure to enable an international network of experienced, award-winning designers to work independently, all free from corporate design firms' limitations. archiparti's efficient project management platform that connects the project owners with designers and automates the managerial tasks simplifies the process and makes good design accessible to more people.

Post A

Location: Cyberport, Hong Kong

Topic/Post: Design and Marketing Intern

Internship Description:

- To involve in marketing tasks on social media management; marketing strategies; growth hacking; data analysis and researches; marketing events and training and interviews
- To assist in design tasks on content creation; creation of promotional materials; design of visual identity; design of merchandises; design and preparation of presentations; and videos making
- To assist in other ad-hoc events and activities

Special Requirements:

- Efficient, well-rounded, able to work under time pressure
- Self-driven, high standard, responsible
- Strong communications skills
- Good command of English, both verbal and written
- Cantonese/Mandarin will be a plus

No. of Placement(s): 1

Post B

Location: Cyberport, Hong Kong

Topic/Post: Content and Marketing Intern

Internship Description:

- To involve in marketing tasks on social media contents; marketing strategies; SEO and SEM; eBook editing and distribution
- To assist in content tasks on ideas; data analysis and researches; writing long and short content and translation
- To support other ad-hoc activities and events

Special Requirements:

- Efficient, well-rounded, able to work under time pressure
- Self-driven, high standard, responsible
- Excellent communications skills
- Good command of English or Chinese, both verbal and written

No. of Placement(s): 1

Post C

Location: Cyberport, Hong Kong

Topic/Post: Growth/Development Intern

Internship Description:

- To assist in growth hacking
- To assist in data analysis and researches
- To support MVP development
- To engage in tasks on Front End/Back End

Special Requirements:

- Efficient, well-rounded, organized, able to work under time pressure
- Self-driven, high standard, responsible
- Strong communications skills, good command of English, both verbal and written. Cantonese/Mandarin will be a plus

No. of Placement(s): 1



Betatron

Betatron
www.betatron.co
CMC

Betatron is a startup accelerator, we recruit and work with most promising startup companies in Hong Kong, helping them to grow, scale and find investors. We work with group of local venture capital and Investors helping entrepreneur to succeed.

Location: Sheung Wan, Hong Kong

Topic/Post: Startups Programme Coordinator

Internship Description:

- To assist in day to day operation of Betatron programmes, working with Betatron team and startups
- To assist in planning and running of events to promote Betatron organization and our startups
- To assist in startup company recruitment to join Betatron program

Special Requirements:

- Interested in entrepreneurship and building their own startups

No. of Placement(s): 2



Chopsticks Company Limited
www.chopsticks-co.com/
CMC

We care about the people, the community and the environment, so we choose organic, we support fair trade and sustainable development. Because we are a small organization, you will work with the founding members.

Location: San Po Kong, Kowloon, Hong Kong

Topic/Post: Promotion of Organic Fair Trade Products and Community Projects

Internship Description:

- To assist in research of wide-ranging sustainability topics
- To assist in general clerical marketing tasks, from writing to project liaison
- To assist in off-site sales/marketing activities like bazaar and market
- To write marketing materials

Special Requirements:

- Commercial writing skill for publishing
- Outgoing character
- Not shy of engaging people
- Cantonese is required

No. of Placement(s): 2

COMMUNITY BUSINESS



Community Business Limited
www.communitybusiness.org/
CMC

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. Recognised as a thought leader in corporate responsibility and diversity and inclusion in Asia, Community Business conducts research, facilitates networks and events, leads campaigns and provides consultancy and training.

Post A

Location: Sheung Wan, Hong Kong

Topic/Post: Marketing and Communication Support

Internship Description:

- To support the Marketing and Communications Team with administrative tasks
- To assist drafting communications
- To assist in data entry for communication purpose
- To assist in managing social media and its design

Special Requirements:

- Good command of English both written and spoken
- InDesign skills an advantage

No. of Placement(s): 1

Post B

Location: Sheung Wan, Hong Kong

Topic/Post: Programme Coordinator Assistant in Diversity and Inclusion

Internship Description:

- To assist in Diversity and Inclusion in Asia Network (DIAN) Decade Campaign's programmes preparation
- To support the logistics and marketing of DIAN Decade Programme programmes
- To conduct background research
- To support project managers in drafting documents for DIAN Decade Campaign
- To provide administrative support to the DIAN Decade Campaign programmes

Special Requirements:

- Extremely organised
- Good command of spoken, listen, and written English
- Willing to learn, Can-Do attitude, and reliable
- Strong interpersonal and communication skills
- Proficiency in Microsoft Office (specifically Word, PowerPoint, Excel)

No. of Placement(s): 1



CP Homes
www.cphomes.org
CMC

Founded in U.S., CP Homes advocates the integrated caring model to fulfill various needs of the aging process. CP Homes – Ten Mile Beach is the first CP's flagship project in Asia Pacific, to provide professional, diversified and personalized medical-health care services to seniors and their families.

Location: Admiralty, Hong Kong

Topic/Post: Senior Care and Home Care Services in Hong Kong and China

Internship Description:

- To assist Marketing Department in promoting senior care services (medical tourism, preventive care, cross-border retirement, etc.)
- To provide administrative and logistic supports to various marketing events, forum, seminar and visits
- To provide innovative ideas in formulating marketing strategies in enhancing public awareness on age and health planning
- To carry out market research and focus groups, includes designing, interviewing, analyzing the landscape of cross-border retirement and medical tourism
- To provide adequate information and market data to support the development of senior care in future

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



EDGE
www.roundtable.com.hk/rnb
CMC

EDGE is a young yet dynamic local independent publisher, which publishes books and magazines that mainly fall into the categories of culture, youth, local, national and international affairs.

Location: Sheung Wan, Hong Kong

Topic/Post: Editorial Assistant

Internship Description:

- To provide editorial support in all activities of book and magazine publications, including developing ideas, background research, writing, editing and proofreading
- To assist in marketing and publicity, both online and offline, for different publishing projects
- To carry out general administrative tasks, including liaison with external parties for book and magazine distribution, maintenance of company's website and social media account, newsletter drafting, etc.

Special Requirements:

- Enthusiastic and highly motivated
- Excellent reading and writing ability (in both Chinese and English)
- Effective communication skills
- Good knowledge of social media and CMS
- Strong interest in working at media and publishing industry
- Cantonese is required

No. of Placement(s): 2



Feeding Hong Kong
feedinghk.org/
CMC

Feeding Hong Kong is the first Hong Kong food bank dedicated to rescuing surplus nutritious food from retailers, distributors and manufacturers and redistributing it to people in need. Our task is to fight hunger in Hong Kong and at the same time reduce the amount of quality food that is being sent to our city's landfills. Everyday we collect fresh, high quality food and deliver it to our network of partner charities.

Location: Yau Tong, Kowloon, Hong Kong

Topic/Post: Communication Intern

Internship Description:

- To manage Feeding HK photo library
- To organize the Meet and Greet sessions for schools
- To write and translate promotion materials
- To prepare the presentation in Schools and community groups and support the communication of volunteer activities
- To come up with creative writing ideas for our social media channels such as Facebook and Twitter, and to complete other ad-hoc tasks if required

Special Requirements:

- Fluent in Chinese and English
- Familiar with Design tools and video editing software is a plus
- Good computer skill (Word, Excel, PPT)
- Share same missions with Feeding HK
- Cantonese is required

No. of Placement(s): 2



Food Angel
www.foodangel.org.hk
CMC

Food Angel is a food rescue and food assistance program launched in 2011 by Bo Charity Foundation with the mission of "WASTE NOT, HUNGER NOT, WITH LOVE." The program rescues edible surplus food from different sectors of the food industry that would otherwise be disposed of as waste. Following strict safety protocols, the rescued food items will then be prepared as nutritious hot meals in our central kitchen and be redistributed to serve the underprivileged communities in Hong Kong.

Location: Sham Shui Po, Kowloon, Hong Kong

Topic/Post: NGO Marketing

Internship Description:

- To assist marketing and fundraising activities
- To assist in preparing social media postings, promotional videos and other marketing materials
- To assist in Corporate Social Responsibility (CSR) Program by experiencing the daily works of Food Angel Food Rescue and Food Assistance Program

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



**FINANCIAL
TIMES**
Financial Times
www.ft.com
CMC

The Financial Times, one of the world's leading business news organisations, is recognised internationally for its authority, integrity and accuracy. We are trusted to provide extensive news, comment, data and analysis to the global business community.

Post A

Location: Central, Hong Kong

Topic/Post: HR Intern

Internship Description:

- To prepare an action plan proposal for Work Life Balance Week
- To assist in various HR projects
- To act as an internal ambassador to promote HR initiatives

No. of Placement(s): 1

Post B

Location: Central, Hong Kong

Topic/Post: Ad Sales Intern

Internship Description:

- To conduct competitor analysis (of ads)
- To administer and maintain the database
- To consolidate sector specific case study

No. of Placement(s): 1

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Post C

Location: Central, Hong Kong

Topic/Post: Editorial Intern

Internship Description:

- To monitor other media for possible breaking stories; chasing up leads; gathering statistical and other materials for graphics
- To help out on desk (researching, especially stats and pics)
- To monitor news sites and social media platform

Special Requirements:

- Initiative and self-starter

No. of Placement(s): 1



Hong Kong Arts Centre
<http://www.hkac.org.hk>
 CMC

The Hong Kong Arts Centre (HKAC) is a self-financed and non-profit organization. For the past 39 years, the HKAC has played a unique role in promoting contemporary art and culture in Hong Kong and abroad.

Post A

Location: Wan Chai, Hong Kong

Topic/Post: ifva Awards

Internship Description:

- To assist in maintenance of database and social media platforms (e.g. Facebook, website, Instagram) for 24th ifva Awards
- To organize community projects including outdoor screenings, school tours, workshops, and talks
- To conduct research work in support of the development of ifva programmes
- To assist in data archive/checking
- To assist in other ad hoc projects and assigned tasks

Special Requirements:

- Good command in written and spoken in Cantonese and English
- Proficiency in PC operations, preferably with knowledge in graphic design software
- Independent, well-organised with a dynamic and responsible working style
- Self-motivated and well-mannered
- Cantonese is required

No. of Placement(s): 2

Post B

Location: Wan Chai, Hong Kong

Topic/Post: Moving Image and Programme Department

Internship Description:

- To provide clerical and administrative support to the Programme Department
- To assist in maintenance of database for the Programme Department
- To help organizing the moving image programme including screenings, workshops and talks
- To conduct research on the upcoming moving image programme
- To assist in other ad hoc projects and assigned tasks

Special Requirements:

- Good command in written and spoken in Cantonese and English
- Proficiency in PC operations
- Independent, well-organized with a dynamic and responsible working style
- Flexible, self-motivated and well-mannered
- Cantonese is required

No. of Placement(s): 1

Post C

Location: Wan Chai, Hong Kong

Topic/Post: Exhibition and Research

Internship Description:

- To prepare for exhibition at Pao Galleries in September 2018
- To assist in library archiving
- To take other ad hoc duties

Special Requirements:

- Interested in Visual Arts is a must
- Good communication skills
- Good spoken and written Chinese/English
- Cantonese is required

No. of Placement(s): 2

Post D

Topic/Post: Projects and Events on Public Art and Multi-art

Internship Description:

- To assist in art projects in engaging communities and supporting site-specific production(s); brainstorming programming ideas with the team ; and drafting social media content for Facebook event page
- To coordinate workshop/tour, including checking participants and confirming attendance; the production of event material/posters; helping the workshop on the day of event(s), collecting, analyzing and filing questionnaires from participants
- To meet and greet visiting artists upon their arrival and assist in accommodation check-in
- To brief artists about their itineraries during the festival period and keep programme team informed in case of changes in scheduling
- To assist programme team and venue staff in site-specific performances for on-site management

Special Requirements:

- Work on flexible hours including evenings and weekends for multi-art project
- Open-minded and committed
- Cantonese is required

No. of Placement(s): 2



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
CMC

Hong Kong Eating Disorders Association (also known as "HEDA") is a charitable organization 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: Sheung Wan, Hong Kong

Topic/Post: Public Promotion Project (Health is beauty)

Internship Description:

- To assist planning and organizing community exhibition enhancing public emotional health and raising awareness on eating disorder
- To assist managing social media platform (e.g. Facebook, Instagram)
- To provide administrative and logistic support

Special Requirements:

- Cantonese is required

No. of Placement(s): 3



Hong Kong Journalists Association
www.hkja.org.hk/
CMC

The Hong Kong Journalists Association is run by working journalists for the sole purpose of improving the working environment for the men and women who gather the news in Hong Kong. Established in 1968, the HKJA seeks to enhance press freedom and the integrity of news coverage, and as a trade union, also aims to improve working conditions for journalists and to remove barriers to news gathering.

Location: Wanchai, Hong Kong

Topic/Post: Executive and Research Assistant

Internship Description:

- To assist in our 50th Anniversary activities
- To assist in researching about public complaint cases
- To assist in membership communication work
- To assist in researching Freedom of Information Law

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



Hospital Authority
www.ha.org.hk
CMC

The Hospital Authority is a statutory body established under the Hospital Authority Ordinance in 1990. We currently manage 41 public hospitals, 47 specialist outpatient clinics and 73 general outpatient clinics, providing 27,000 beds and employing 70,000 staff.

Location: Mong Kok, Kowloon, Hong Kong

Topic/Post: Corporate Communication

Internship Description:

- To assist in developing and implementing external and internal communication plans and programmes ranging from production of print publications, website content to digital multimedia content on social media platforms
- To provide support for planning and implementation of corporate events, visits and promotion campaigns
- To assist in formulation and implementation of media communication strategy
- To assist in handling media enquiries, coordinating media interviews and developing press releases
- To assist in handling community enquiries and requests, arranging community engagement activities, e.g. community stakeholders liaison, community focus groups and to assist in monitoring community feedback on Hospital Authority

Special Requirements:

- Excellent command in Chinese and English, both spoken and written
- Proactive, self-motivated and detail-oriented
- Creative, passionate and possess a can-do attitude
- Knowledge in multimedia software, video editing and social media platforms
- Cantonese is required

No. of Placement(s): 1



Hong Kong Red Cross
www.redcross.org.hk
CMC

The Hong Kong Red Cross dedicate ourselves to protecting human life, caring for the health of the vulnerable and respecting human dignity by mobilizing people to serve voluntarily for the cause of humanity.

Post A

Location: West Kowloon, Kowloon

Topic/Post: Donor Communications (Red Twinkle Star Campaign / Friends of Red Cross)

Internship Description:

- To support the planning and implementation of our humanitarian programme - "Red Twinkle Star" Campaign
- To assist in organizing promotion and publicity event such as kick-off ceremony
- To support other related activities such as designing video framework and editing

Special Requirements:

- Experience in using Photoshop and AI, video editing skills are preferable
- Cantonese is required

No. of Placement(s): 1

Post B

Location: West Kowloon, Kowloon

Topic/Post: Funding Solicitation and Volunteer Coordination

Internship Description:

- To assist in exploring new funders to generate sponsorship in delivering our humanitarian service
- To assist in preparation of funding proposals and liaise with relevant parties
- To coordinate volunteers activities in delivering various humanitarian services

Special Requirements:

- Cantonese is required

No. of Placement(s): 1

Post C

Location: West Kowloon, Kowloon

Topic/Post: Donor Services and Volunteer Relationship

Internship Description:

- To assist in delivering donor services to support our humanitarian services
- To support volunteer training for charity sales events such as preparation of video including script writing, scenarios preparation etc.
- To liaise with relevant parties on donor services

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



InspiringHK Sports Foundation
www.inspiringhk.org/
 CMC

InspiringHK Sports Foundation is a young tax-exempt charity founded in 2012, with a vision to empower better youths through sports. We carry out our mission through professional sports training, learning experience programmes and advocacy activities.

Location: Wan Chai, 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 deck built
- To assist in developing comprehensive marketing plan to creatively use extensive network of IHK Sports to maximize impact
- To execute the stated marketing plan, including hosting events, organizing online crowd-funding events, creating digital media projects etc.

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



International Care Ministries
www.caremin.com
 CMC

International Care Ministries (ICM) is a charitable organization committed to equip those living in ultrapovertry (living on less than US\$0.50 per day) in the Philippines with the training and resources needed to break the cycle of poverty.

Location: Sai Ying Pun, Hong Kong

Topic/Post: Marketing and Communications Internship

Internship Description:

- To assist with preparation and execution of fundraising and awareness events
- To help develop and implement social media and web-based information sharing
- To assist the media manager with video and photography production. This could include assisting with photography and video on a trip to the Philippines
- To write narratives of program participants. This could include conducting interviews on a trip to the Philippines

Special Requirements:

- With a very high working proficiency in English
- Proficiency in using Microsoft Office (Word, Excel, PowerPoint) is also essential

No. of Placement(s): 1



SWIRE

John Swire and Sons (H.K.) Ltd.
www.swire.com/en/index.php
 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 and Sons Ltd., in Australia, Papua New Guinea, East Africa, Sri Lanka, the USA and UK.

Location: Admiralty, Hong Kong

Topic/Post: Corporate Communication

Internship Description:

- To prepare news summary and assist in reviewing and organizing newspaper clippings
- To provide support in populating and editing content of intranet and public websites
- To support the external team on stakeholder engagement
- To build the stakeholder engagement database
- To assist in the production of financial reports/ publications of the group's listed companies

Special Requirements:

- Proficiency in spoken and written Chinese
- Cantonese is required

No. of Placement(s): 2



La Violet Charity Foundation Ltd.
www.laviolet.com.hk
 CMC

LVF is a registered charity that organizes youth empowerment programs for schools, corporates, NGOs and public authorities. Programs include CLP Engineer in school, SuperHero Dream Plan, Jockey Club Community Angel Scheme and Oxfam poverty program.

Location: Lai Chi Kok, Kowloon, Hong Kong

Topic/Post: Marketing Assistant

Internship Description:

- To design posters/flyers/video, etc. that will be published on social media platforms to increase publicity of our programs
- To manage our FB, IG, LinkedIn account
- To contribute ideas to improve current marketing strategies
- To brainstorm and experiment interesting ideas for promotion and publicity

Special Requirements:

- Creative interns who are social media frequent users
- Previous experience in producing marketing materials, writing, video making, graphic design and photography will be valued
- Cantonese is required

No. of Placement(s): 2



LexisNexis
www.lexisnexis.com
CMC

LexisNexis® is a leading global provider of content-enabled workflow solutions designed specifically for professionals in the legal, risk management, corporate, government, law enforcement, accounting, and academic markets. LexisNexis originally pioneered online information with its Lexis® and Nexis® services. LexisNexis is part of RELX Group and serves customers in more than 100 countries with more than 15,000 employees worldwide.

Post A

Location: Wanchai, Hong Kong

Topic/Post: Human Resources Intern

Internship Description:

- To assist full spectrum of HR functions, including but not limited to recruitment, compensation and benefits, training and employee relations
- To assist to update and maintain employee records
- To perform other ad hoc assignments as required

Special Requirements:

- Completed at least one module of Human Resources Management program
- Detail-minded
- Cantonese is required

No. of Placement(s): 1

Post B

Location: Wanchai, Hong Kong

Topic/Post: Marketing Intern

Internship Description:

- To conduct research and data analysis, administrative and data entry-related tasks to support the marketing campaigns
- To own one social media account, including the initial strategy creation and daily posting and engagement activities
- To follow up on the marketing campaigns, and prepare presentations to highlight the campaign details
- To attend seminars and provide all administrative support necessary including managing marketing materials, scheduling meetings and assisting the booth's traffic at times if necessary

Special Requirements:

- Demonstrated communication and creative skills
- Passion for learning and growing in the marketing field

No. of Placement(s): 1

Post C

Location: Wan Chai, Hong Kong

Topic/Post: Business Strategy Intern

Internship Description:

- To assist with market research to understand the current economic landscape
- To prepare necessary data analysis and simple presentation where needed
- To assist with business planning or pre-implementation project

Special Requirements:

- Familiar with Excel and PowerPoint

No. of Placement(s): 1

Post D**Location:** Wanchai, Hong Kong**Topic/Post:** Legal Technology Project Intern**Internship Description:**

- To assist with a variety of tasks including data collection and analysis, gathering market feedback and product improvement for our suite of online products (LexisHK, RED and Practical Guidance) used by major corporates, law firms and universities
- To be embedded in our Commercial and Technology teams, and will work together with other departments including Sales, Content and Marketing to help with the company's commercial decision making
- To support Product-related projects for India, Singapore, Malaysia and Hong Kong
- To present and research on latest Legal Technology trends
- To support ad-hoc projects including but not limited to supports on Pacific projects (Australia and New Zealand)

Special Requirements:

- Good English writing and speaking skills
- Intermediate Microsoft Excel, Word, PowerPoint and Outlook skills
- Statistical experience and knowledge will be a plus
- Background in law or Computing Science would be an advantage but not required

No. of Placement(s): 6

Mint Asia Ltd
 www.mint-asia.com
 CMC

*Consultancy to online(web/mobile) and offline(event/pr)***Location:** Kwun Tong , Kowloon, Hong Kong**Topic/Post:** Social Enterprise Build Up with Planning and Social Media Strategy**Internship Description:**

- To assist business planning and research
- To assist social media implementation
- To assist office support

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



Urban Spring Co Ltd.
www.urbanspring.hk
CMC

Urban Spring's mission is to reduce the consumption of single-use plastic bottles in Hong Kong. Our first production is a well-designed water dispenser which Urban Spring plans to install in different facilities and buildings across the city so that citizens can refill their re-usable water containers with safe drinking water.

Location: Mongkok, Kowloon, Hong Kong

Topic/Post: Student Assistant

Internship Description:

- To assist in event planning and execution of educational workshops and public engagement programmes
- To assist in marketing and communications deliverables, including management of social media platforms, write up for external communication materials, design infographic and publicity
- To assist in product development and operation including logistic support and market research
- To assist in business planning including meeting preparation, conduct survey related to consumption habit and customer service
- To receive training with entrepreneurs and startup group to equip students' competence

Special Requirements:

- Passionate about environmental related topics
- Proactive and outgoing
- Enjoy working in startup environment

No. of Placement(s): 3



October Pictures
www.octoberpictures.com
CMC

Head by veteran producers with local and international experience and knowledge for film, video and TV commercial productions, October Pictures has been providing extensive above-the-line and below-the-line support to overseas filmmakers who create and produce their projects in this part of the world.

Location: Causeway Bay, Hong Kong

Topic/Post: Production Assistant

Internship Description:

- To support and assist the producer and production manager for the production of film
- To assist production of documentary film in various topics such as social issue (LGBT, environmental problems), love, and culture
- To conduct social media marketing for marketing communication

Special Requirements:

- Oversea travel may be required

No. of Placement(s): 1



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World
www.hkcnc.org.hk
CMC

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.

Location: Cheung Sha Wan, Kowloon, Hong Kong

Topic/Post: Fundraising and Promotion Assistant

Internship Description:

- To assist organization promotion
- To assist event pre-production, operation and post-production
- To assist video shooting/editing/photo re-touch if needed (Training will be provided)

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



Rooftop Republic Urban Farming
www.rooftoprepublic.com
CMC

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: Cheung Sha Wan, Kowloon, Hong Kong

Topic/Post: Urban Farming Intern (Communication)

Internship Description:

- Raising awareness and create exciting content around urban farming on our social media platform, support in strengthening our social media profiles (Instagram, Facebook and LinkedIn) through developing quality and relevant content
- Support in maintaining a search engine optimized website with relevant content such as blogs, grow traffic and traction on our website to raise awareness of our services, projects and offerings
- Manage communications, updates and branding around our events and workshops

Special Requirements:

- Keen interest and experience in communications, social media and design
- Fluency in both English and Cantonese (speaking and writing)
- Environmentally-conscious, and enjoys the outdoors
- Cantonese is required

No. of Placement(s): 1

Project Artist X

Project Artist X
www.projectartistx.com
CMC

Project Artist X, the first independent art based social enterprise set up in Hong Kong, has a mission to develop a caring and inclusive culture through supporting artists and the general public alike to contribute positively to the community.

Post A

Location: Sheung Wan, Hong Kong

Topic/Post: Project Coordinator for Community Art Projects

Internship Description:

- To support project coordination tasks through working with the in-house project teams and third party partners including private corporations, NGOs, artists, volunteers, etc.
- To assist with marketing and to promote activities of the projects
- To assist in project execution including exhibition installations, event management and on-site production tasks
- To carry out research on art, cultural and social topics for project development
- To provide administrative support to the project managers, such as book keeping and database management

Special Requirements:

- Background in fine art not essential but strong interest in art and cultural topics is preferred
- Knowledge in AI/PS/Premiere Pro (or other video editing app) a plus
- Proficiency in website maintenance and other social media administration a plus

No. of Placement(s): 4

Post B

Topic/Post: Art Blog and Social Media Management Assistant

Internship Description:

- To assist with administrating PAX's art blog and social media platforms (Facebook, YouTube, Instagram and Twitter)
- To assist in developing and editing contents of the art blog and social media accounts
- To support PAX's marketing and promotional efforts through designing and creating online promotional materials
- To conduct research reports on art and cultural topics in support of the art blog content production
- To take part in video production projects

Special Requirements:

- Social media (Facebook, YouTube, Instagram and Twitter) administration skills
- Proficiency in WordPress, AI, PS, and Premiere Pro (or other video editing apps) a plus
- Video production knowledge a plus
- Journalistic experience a plus

No. of Placement(s): 2



Sowers Exchange is a Hong Kong-based social enterprise focused on providing dynamic, effective, and sustainable solutions to clients who wish to undertake corporate social responsibility or community investment initiatives in the Asia-Pacific region. We help our corporate clients achieve their targets by bridging the gap between small to medium sized grassroots level social purpose organizations (SPOs) and corporations. At present we have developed relationships with 60+ SPOs in 13 countries.

Location: Wan Chai, Hong Kong

Topic/Post: Marketing Communications

Internship Description:

- To assist updating information for marketing communications
- To assist in the work on the website management and content
- To assist in marketing research

Special Requirements:

No. of Placement(s): 1



SPCA
www.sPCA.org.hk
CMC

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 - Fundraising

Internship Description:

- To assist to execute and carry out fundraising events, e.g. Flag Day
- To assist in promoting fundraising events and programmes
- To assist to prepare marketing and fundraising materials
- To identify and develop potential sponsors / donors

Special Requirements:

- Love animals
- Cantonese is required

No. of Placement(s): 6



Project Orbis International, Inc
www.orbis.org
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.

Post A

Location: Kwun Tong, Kowloon, Hong Kong

Topic/Post: Orbis World Sight Day and Corporate Fundraising

Internship Description:

- To assist the Organization team to organize World Sight Day Pin Campaign
- To reach and liaise with corporations for joining World Sight Day Campaign by telemarketing
- To help preparing marketing materials for corporations
- To update corporate database
- To provide administrative and logistic support for the World Sight Day Campaign

Special Requirements:

- Excellent communication skills in both Cantonese and English
- Mandarin is a plus
- Skills in Microsoft Office English and Chinese typing
- Good phone manner is necessary
- Proactive and possess a can-do spirit
- Cantonese is required

No. of Placement(s): 2

Post B

Location: Kwun Tong, Kowloon, Hong Kong

Topic/Post: Project Management and Marketing

Internship Description:

- To assist in annual large-scale fundraising event, Kid Sight Carnival
- To conduct calls to existing donors to update donor record and appeal for continued support
- To conduct strategic marketing research and plan to recruit more monthly donors
- To develop materials for social media publication
- To offer other administrative support when necessary

Special Requirements:

- Good command of both written and spoken English and Chinese
- Computer knowledge (Microsoft Excel, Word, etc.) with typing skills
- Proactive, detail-minded and nice phone manner
- Knowledge of Photoshop, Adobe Illustrator, Premier Pro is preferred
- Cantonese is required

No. of Placement(s): 1

Post C**Location:** Kwun Tong, Kowloon, Hong Kong**Topic/Post:** Public Relations and Communications**Internship Description:**

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

Special Requirements:

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

No. of Placement(s): 1**OPERATION
SANTA CLAUS**

South China Morning Post

愛心聖誕大行動

South China Morning Post - Operation Santa Claus
osc.scmp.com
CMC

Operation Santa Claus is the South China Morning Post and RTHK's annual Christmas fundraiser and has brought joy, goodwill and HK\$250 million assistance to 236 charities since 1988. We need your support to help the needy in Hong Kong and mainland China.

Location: Tai Po, New Territories, Hong Kong**Topic/Post:** Operation Santa Claus 2018**Internship Description:**

- To assist in fundraising and event planning support
- To analyze the effectiveness of fundraising campaigns (online and offline)
- To build donors database
- To compile beneficiaries' reports and identify stories with impact

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



The Hong Kong Federation of Youth Groups
www.hkfyg.org.hk
CMC

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.

Post A

Location: Wong Chuk Hang , Hong Kong

Topic/Post: Social Innovation and Youth Entrepreneurship

Internship Description:

- To organize events, such as seminars, workshops, forum and networking events for youth start-ups
- To engage different stakeholders such as, guests, startups, investors and sector experts to participate our events
- To support on documentation, profile building and analysis
- To assist in events promotion

Special Requirements:

- Ready for a tough and exciting journey
- Outgoing and creative, have lots of ideas
- Good English and Mandarin will be an advantage
- Understanding of the entrepreneurship in Hong Kong is an advantage

No. of Placement(s): 2

Post B

Location: Fanling, New Territories, Hong Kong

Topic/Post: "Hong Kong 200" Leadership Project and Leadership Training Courses

Internship Description:

- To assist in the planning and execution of the training (e.g. organizing lectures and experiential learning activities) by liaising with different partners
- To maintain the social media platform for respective programmes (i.e. Facebook page)
- To communicate directly with the participants and guests on behalf of Leadership 21
- To handle routine administrative works of the programme and other duties as requested by supervisor

Special Requirements:

- English language typing skill and Traditional Chinese language typing skill (e.g. Chang Jie)
- Good Command of written and spoken Chinese and English

No. of Placement(s): 1

Post C

Location: Fanling, New Territories, Hong Kong

Topic/Post: Project Assistant of Global Leadership Programme

Internship Description:

- To prepare publications and promotional materials for a) Leaders to Leaders: www.leadership21-leaderstoleaders.com/-Salzburg b) Global Seminar: leadership21.hkfyg.org.hk/sgs/
- To assist in planning and event management of "Leaders to Leaders"
- To Develop online and offline marketing campaign to engage local young leaders in our outgoing exchange programmes
- To write proposal and develop partnership with regional and international organisations

Special Requirements:

- Typing skill in English and Traditional Chinese (e.g. Chang Jie)
- Good Command of written and spoken Chinese and English
- Knowledge/experience in social innovation/event management/design is a plus
- Creative
- Excellent communication skills and sociable

No. of Placement(s): 1

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Post D

Location: Fanling, New Territories, Hong Kong

Topic/Post: C.E.O Marketing – The Grand Opening Team for the First-ever Leadership Institute

Internship Description:

- To formulate an INNOVATIVE campaign, both online and offline, for soft-launching the first-ever Leadership Institute and its four schools
- To engage our target markets, such as Secondary and University Students, Teachers and Parents, as well as local community
- Elements may include online and offline ad campaign, community engagement activities, grand opening ceremony, carnival booths, etc. which shall be entertaining while reflecting our core values, beliefs and competitive edge
- The Grand Opening of the Leadership Institute is expected to take place in 3rd quarter in 2018 so it will be mostly preparation work during the summer

Special Requirements:

- Being creative and practical
- Problem solver, storytellers, team player, critical thinker and detailed-minded
- Elements may include online and offline ad campaign, community engagement activities, grand opening ceremony, carnival booths, etc.
- Cantonese is required

No. of Placement(s): 1



I received systematic training in policy research at New Century Forum. Colleagues not only guided me through polling analysis and advocacy campaigns, but encouraged me to write articles in local policy journal. This internship even motivated me to land my first job in a think tank after graduation.

*Frances Liu (BSocSc)
New Century Forum*



UNHCR (United Nations High Commissioner for Refugees)
www.unhcr.org/hk
 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.

Post A

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Digital Platform

Internship Description:

- To assist in market research and content creation for digital platforms
- To liaise and coordinate with external parties for partnerships, promotions and procurement
- To produce reports and analyze digital trends and communications performance

Special Requirements:

- Fluent written and spoken English and Chinese (Cantonese and Mandarin)
- Ability to work in a team
- Reliability in keeping deadlines and delivering a high quality of work
- Strong organizational skills
- Strong computer skills
- Cantonese is required

No. of Placement(s): 1

Post B

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Middle Donor Development

Internship Description:

- To assist in coordination and research of middle donor development programmes
- To produce donor communications materials
- To produce reports and analyze donor care services and telemarketing programmes

Special Requirements:

- Proficiency in written and spoken English and Chinese (Cantonese and Mandarin)
- Experience with MS Word, Excel and PowerPoint
- Cantonese is required

No. of Placement(s): 1

Post C

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Communications and Public Education

Internship Description:

- To assist in enhancing public awareness of UNHCR
- To conduct research for corporate partnerships
- To develop communications and campaign materials for promotion and public education

Special Requirements:

- Full knowledge of MS Excel and Word
- Able to work independently as well as in team

No. of Placement(s): 2

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Post D

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Leadership Giving

Internship Description:

- To conduct research for high net worth individuals, listed companies and foundations in Hong Kong
- To assist in donor care and retention projects
- To conduct research on prospecting and segmentation

Special Requirements:

- Good language skills
- Good skills with MS Word, PowerPoint and Excel
- Cantonese is required

No. of Placement(s): 2



Students and Scholars Against Corporate Misbehaviour
(SACOM)
www.sacom.hk
CSR

SACOM is a non-government organization founded in 2005 by a group of students and scholars from tertiary education institutes in Hong Kong. SACOM monitors and publicizes the misconducts of multinational corporations (e.g. Apple Inc., Disney) through first-hand investigations in supplier factories.

Location: Mongkok, Kowloon, Hong Kong

Topic/Post: Corporate Compliance on Labour Rights

Internship Description:

- To assist investigation and research project on multi-national brands' supply chain
- To assist international communication with partners from NGOs, funders, media and academic
- To assist daily office operation

No. of Placement(s): 4



Carbon Care Asia
www.carboncareasia.com
CSR

Carbon Care Asia Limited (CCA) is a leading provider of services on carbon strategy, greenhouse gas reduction, climate change policy advice, and environmental, social and governance reporting. Operating as a professional social business, CCA stands uniquely in the middle of the spectrum between NGOs and purely commercial consultancies. This enables us to provide wide-ranging, independent and expert advice through a market-based approach.

Location: Wanchai, Hong Kong

Topic/Post: Sustainability and Carbon Management

Internship Description:

- To assist in the delivery of sustainability and carbon management services, including corporate Environmental, Social and Governance (ESG) reporting, sustainability and carbon assessments, verification and communication
- To assist in research and product development through data base establishment, information analysis, benchmarking exercises and research on sustainability best practices both local and global
- To assist in business development, including products and services marketing and market intelligence gathering
- To assist in Company conferences and events

Special Requirements:

- Good writing and communication skills in Chinese and English
- Passionate in corporate responsibility, climate and sustainability issues
- Self-motivated, ability to work independently and under pressure
- Willingness to be a team player

No. of Placement(s): 1



Chinese YMCA of Hong Kong
www.ymca.org.hk
CSR

Chinese YMCA of Hong Kong was established in 1901. The objective and purpose were clearly stated in the Constitution as "the development of Christian character and the cultivation of the Christian spirit of service among young men, in accordance with the teachings of Jesus Christ."

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Y-Care CSR Scheme

Internship Description:

- To assist the team in marketing, volunteering and CSR programmes
- To assist the creation of promotional materials from concept/ content, development to design/ layout editing
- To assist internal and external communications channels including website, newsletter, social media, etc.

Special Requirements:

- Cantonese is required

No. of Placement(s): 1

COMMUNITY BUSINESS



Community Business Limited
www.communitybusiness.org/
CSR

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. Recognised as a thought leader in corporate responsibility and diversity and inclusion in Asia, Community Business conducts research, facilitates networks and events, leads campaigns and provides consultancy and training.

Location: Sheung Wan, Hong Kong

Topic/Post: Project Assistant, Responsible Business

Internship Description:

- To provide administrative and logistical support for Responsible Business Network (RBN) and engage mentorship programme
- To assist in organizing and ensuring smooth execution of events
- To assist in executing network events on weekdays (including certain evenings) and programme activities on Saturdays if necessary (maximum twice per month)
- To perform ad hoc duties as assigned

Special Requirements:

- Fluency in both written and spoken English and Cantonese
- Digital media skills (e.g. creating short clips and/or social media content) will be an advantage
- Strong interpersonal and communication skills
- Attention to details
- Independent and self-initiated
- Cantonese is required

No. of Placement(s): 1



MTR Corporation
www.mtr.com.hk
CSR

MTR Corporation is regarded as one of the world's leading railway operators for safety, reliability, customer service and cost efficiency. In its home base of Hong Kong, the Corporation operates nine commuter railway lines, a Light Rail network and a high-speed Airport Express link with an average patronage of over 5.4 million on a normal week day. Leveraging on its railway expertise, the Corporation is involved in the development of transit-related residential and commercial property projects.

Location: Fo Tan, Shatin

Topic/Post: Support the design and execution of MTR Corporation's corporate responsibility initiatives

Internship Description:

- To assist in the execution of annual summer programme for secondary school students, 'Train' for life's journeys
- To assist with assessing the impact of MTR Corporation's youth programmes
- To assist in designing messaging to better communicate MTR Corporation's corporate responsibility initiatives

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



KPMG
www.kpmg.com/cn/en/pages/default.aspx
CSR

KPMG is a global network of professional firms providing Audit, Tax and Advisory services. We operate in 155 countries and have more than 162,000 people working in member firms around the world.

Post A

Location: Causeway Bay, Hong Kong

Topic/Post: Corporate Social Responsibility

Internship Description:

- To assist in drafting, developing and translating both internal and external communications materials, such as weekly wrap-up, intranet and website content, social media posts etc.
- To coordinate employee volunteer programmes and events
- To conduct research on CSR, climate change, carbon trade, human rights, inclusion and diversity (landD) related issues
- To develop information tracking and record keeping tools and templates
- To assist in other administrative work as required by the team

Special Requirements:

- Available to work on weekends
- Internship Period: 2 interns from June 4 to July 27 and 2 interns from June 11 to August 3.
- Cantonese is required

No. of Placement(s): 4

Post B

Location: Causeway Bay , Hong Kong

Topic/Post: Environmental, Social and Governance (ESG)

Internship Description:

- To conduct research on ESG, climate change, carbon trade related issues
- To develop information tracking and record keeping tools and templates
- To assist in other administrative work as required by the team

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



PCCW
www.pccw.com
CSR

PCCW is a Hong Kong-based company which holds interests in telecommunications, media, IT solutions, property development and investment, and other businesses.

Location: Quarry Bay, Hong Kong

Topic/Post: Corporate Citizens

Internship Description:

- To organize and plan community activities and to assist in the launching of volunteer award ceremony
- To conduct research on ESG related issues for the company and provide gap analysis
- To assist in the preparation of ESG report
- To create manuals of system portal to enhance data management
- To prepare CSR news for staff newsletter, update the internal portal and company website

No. of Placement(s): 1



UNHCR (United Nations High Commissioner for Refugees)
www.unhcr.org/hk
CSS

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.

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Donor Care

Internship Description:

- To carry out welcome procedures to great new donors
- To assist in donors' personal information management
- To produce reports and analyze donor care services and telemarketing programme performance

Special Requirements:

- Proficiency in written and spoken English and Chinese (Cantonese and Mandarin)
- Experience with MS Word, Excel and PowerPoint
- Cantonese is required

No. of Placement(s): 1



Action for REACH OUT
www.afro.org.hk
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' rights and decriminalisation of sex work.

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Reaching Out to Female Sex Workers

Internship Description:

- To assist in outreach services for female sex workers (at their workplaces)
- To assist in coordinating centre-based activities for female sex workers
- To assist in online outreach
- To assist in data collection, input and other clerical work

Special Requirements:

- Open-minded, with respect for sex workers
- Excellent interpersonal and communication skills
- Good command of spoken and written for both English and Chinese
- Communicable in Mandarin
- Proficient in computer and word processing
- Cantonese is required

No. of Placement(s): 2



VolTra Hong Kong
www.voltra.org
CSS

The name, VolTra, already speaks for itself. It combines the power of "volunteerism" and the cultural exchange during "travel". Volunteerism can bring positive changes to the world in cultural, educational, environmental and social aspects as well as achieve community's sustainable development. Intercultural exchange can broaden individuals' horizons and thoughts to achieve personal growth and development.

Location: San Po Kong, Kowloon, Hong Kong

Topic/Post: Project Assistant

Internship Description:

- To coordinate our projects and events with local and overseas partners
- To prepare and participate in our local workcamps
- To develop and assist in our marketing and promotional campaigns
- To edit our photos and video, and archive the footage to our digital library
- To perform administrative and ad hoc tasks as assigned

Special Requirements:

- Interested in international volunteering and travelling
- Passionate in promoting Global Citizenship
- Knowledge in presenting the language and culture in Hong Kong/ China/other countries would be an advantage

No. of Placement(s): 3



Carbon Care InnoLab
www.ccinnolab.org
CSS

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: Climate-focused Social Innovation Programme

Internship Description:

- To assist in event planning and execution
- To assist in conducting interviews and writing of articles
- To assist in coordination works to programme participants and volunteers

Special Requirements:

- Outgoing and have good interpersonal skills
- Good writing skills
- Self-motivated for excellence
- Well-organized and attentive to details
- Familiar with graphic design software, such as AI or Photoshop would be preferred

No. of Placement(s): 2



Caritas Rehabilitation Service, Caritas
rs.caritas.org.hk/
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.changyounglives.org.hk
 CSS

Changing Young Lives Foundation is a long established local charity helping underprivileged children and young people by educational and developmental programmes. We are registered under HKSAR IRO s.88 and our centre is located in Shek Kip Mei.

Location: Shek Kip Mei, Kowloon, Hong Kong

Topic/Post: Developmental Program for Underprivileged Children and Youngsters

Internship Description:

- To assist in planning and running developmental programs for children and youngsters at our centre
- To assist in community research in the neighbourhood of Sham Shui Po
- To assist in our centre's routine operation

Special Requirements:

- Roster duties on Saturdays and Sundays
- Cantonese is required

No. of Placement(s): 2



Christian Action Centre for Refugees
www.christian-action.org.hk/refugees
 CSS

For the past 30 years, Christian Action has relentlessly sought the well-being of over 250,000 refugees in Hong Kong. Today, as the first and only in service, the Centre for Refugees fills a vital gap in humanitarian welfare by providing emergency shelter, food, education, counseling and community support to the most vulnerable and disadvantaged.

Location: Tsim Sha Tsui, Kowloon, Hong Kong

Topic/Post: Serving Refugees This Summer

Internship Description:

- To assist in the implementation of education and psycho-social programmes for refugees
- To assist in the coordination of recreational activities for refugees particularly the Summer Programme
- To assist in the development of social media content, including promotional messages, campaigns, etc.
- To assist in the preparation of emergency fund replenishment reports and other administrative tasks
- To assist in other ad-hoc duties

Special Requirements:

- Fluent English
- Proficiency in Cantonese (including writing)
- Advanced understanding of Microsoft Office preferred
- Understanding and sympathetic attitudes for marginalized communities, particularly refugees/migrant workers are essential

No. of Placement(s): 2



Concerted Efforts Resource Centre Limited
www.cerc.org.hk
CSS

Concerted Efforts Resource Centre established and registered as a charitable organisation in 2008. The centre aims to serve Hong Kong and contribute to our country. We hope to use our resources to complement existing efforts to provide sustained support in areas of social needs.

Location: Sheung Wan, Hong Kong

Topic/Post: Charity Work - Summer Camp for Hong Kong Youth

Internship Description:

- To assist in daily office works
- To assist in organizing some outdoor activities
- To assist in organizing the Youth Summer Camp

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



Garage Society
thegaragesociety.com
CSS

Garage Society is the accelerator for entrepreneurial lifestyle. We aim at making startup and entrepreneurs more successful by offering a collaborative ecosystem that takes on initiatives including Co-working, Co-learning, and Co-investing.

Location: Central, Hong Kong

Topic/Post: Community and Programming Cadet

Internship Description:

- To assist with international projects and researches
- To assist with web content, which includes content schedule monitoring, creative writing, graphic design and videography
- To support the logistics of events for Garage Academy and other external events
- To support basic receptionist duties, include receiving guests, handle incoming calls and mail, and to ensure that the workspace are maintained at a high standard at all times
- To assist with planning events and propose ideas to improve provided services and event quality

Special Requirements:

- Strong communication and organisational skills
- Proactive with a strong work ethic
- Able to keep up with the fast-paced nature of startup life
- Able to handle multiple tasks at once
- Experience in copywriting and / or Adobe Creative Suite is a plus

No. of Placement(s): 2



Feeding Hong Kong
feedinghk.org/
CSS

Feeding Hong Kong is the first Hong Kong food bank dedicated to rescuing surplus nutritious food from retailers, distributors and manufacturers and redistributing it to people in need. Our task is to fight hunger in Hong Kong and at the same time reduce the amount of quality food that is being sent to our city's landfills. Everyday we collect fresh, high quality food and deliver it to our network of partner charities.

Post A

Location: Yau Tong, Kowloon, Hong Kong

Topic/Post: Office Support Intern

Internship Description:

- To assist in the admin and delivery of Feeding HK's operation, including bread runs, school workshops and other volunteer activities
- To participate in volunteer activities like warehouse session when needed
- Other ad-hoc tasks if required

Special Requirements:

- Good computer skills (Word, Excel, PPT)
- Have the same missions with Feeding HK
- Physically healthy for the outdoor or warehouse works
- Fluent in Chinese and English
- Cantonese is required

No. of Placement(s): 1

Post B

Location: Yau Tong, Kowloon, Hong Kong

Topic/Post: Logistics and Supply Chain Intern

Internship Description:

- To be responsible for the overall function of Logistics and Supply Chain at field level
- To coordinate with warehouse assistant(s) to ensure a good operation flow in warehouse/distribution plans
- To maintain appropriate filing of logistics and delivery documents
- To record and retrieve information related to supply/logistics
- To complete any other duties as requested by supervisor

Special Requirements:

- Fluent in Chinese and English
- Share same missions with Feeding HK
- Physically healthy for the outdoor or warehouse works is a must
- Cantonese is required

No. of Placement(s): 2

Post C

Location: Yau Tong, Kowloon, Hong Kong

Topic/Post: Charity Survey Support Intern

Internship Description:

- To plan and perform annual charity survey to review the recent corporation
- To assist Charity Manager in visiting and interviewing our charity partners
- To draft and prepare the annual charity report
- To provide reasonable suggestions and recommendations

Special Requirements:

- Fluent in Chinese and English
- Good computer skills (Word, Excel, PPT)
- Share same missions with Feeding HK
- Physically healthy for the outdoor work
- Cantonese is required

No. of Placement(s): 4



Food Angel
www.foodangel.org.hk
CSS

Food Angel is a food rescue and food assistance program launched in 2011 by Bo Charity Foundation with the mission of "WASTE NOT, HUNGER NOT, WITH LOVE." The program rescues edible surplus food from different sectors of the food industry that would otherwise be disposed of as waste. Following strict safety protocols, the rescued food items will then be prepared as nutritious hot meals in our central kitchen and be redistributed to serve the underprivileged communities in Hong Kong.

Post A

Location: Sham Shui Po, Kowloon, Hong Kong

Topic/Post: FoodStep Journey Experience Centre - Project Assistant

Internship Description:

- To assist in research on experience centre
- To assist in tour facilitation
- To assist in the operation on elderly canteen

Special Requirements:

- Cantonese is required

No. of Placement(s): 2

Post B

Location: Sham Shui Po, Kowloon, Hong Kong

Topic/Post: Community Centre Program Assistant

Internship Description:

- To help to serve the hot meal service
- To assist social worker in planning the activities for the elderly and the low income family
- To assist in outreach program

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



HandsOn Hong Kong
www.handsonhongkong.org
CSS

HandsOn Hong Kong is a hub for volunteers and NGO partners that provides both quality volunteer opportunities and high quality volunteers.

Post A

Location: Cheung Sha Wan, Kowloon, Hong Kong

Topic/Post: Event Executive Intern

Internship Description:

- To assist event management by playing an organizational and coordination role within HOHK's team, especially with the Head of Development and Communications on events organization and execution
- To coordinate events by supporting any fundraising and brand building initiatives
- To develop and maintain the list of corporate HOHK could possibly reach to

Special Requirements:

- Be able to work independently
- Be proficient in computer application (including Microsoft Office, English and Chinese word processing if possible)
- Have good command of written and spoken English and Cantonese

No. of Placement(s): 2

Post B

Location: Cheung Sha Wan, Kowloon, Hong Kong

Topic/Post: Volunteer Program Intern

Internship Description:

- To engage community by developing potential volunteer programs, bring in new volunteer activity idea and partnership, explore new NGO partners
- To help out with wider work of the team, such as assisting in major volunteer events and through the assignment as Volunteer Leader of a program
- To coordinate volunteer events

Special Requirements:

- Be able to work independently
- Be proficient in computer application (including Microsoft Office, English and Chinese word processing if possible)
- Have good knowledge of and interest in social media applications (Facebook, LinkedIn)

No. of Placement(s): 2





Health In Action 醫護行者

Health In Action
www.hia.org.hk/about-us
CSS

Health In Action was established in 2011 and is a registered non-governmental organization in Hong Kong. Our vision is to eliminate health inequity in societies and we firmly believe that health is a fundamental human right for all, irrespective of race, religion, gender or political affiliation. We aspire to drive positive social change through cycles of service, research, and advocacy. Our current target beneficiaries include poor local working families, ethnic minorities, and refugees.

Location: Kwai Chung, New Territories, Hong Kong

Topic/Post: Ethnic Minority and Asylum Seekers

Internship Description:

- To assist in outreach services such as workshops and health checks for refugees
- To assist in casework related to refugees in accessing healthcare services
- To engage in research (e.g. literature review) and advocacy (e.g. Legislative Council public hearings) work to promote health equity

No. of Placement(s): 2



Hong Kong Church Network for the Poor
www.hkcnpo.org.hk
CSS

Mobilizes and empowers Christian ministries, business, NGOs and government to collaborate together to improve the being of poor people with the ultimate goal to alleviate inter-generational poverty, resulting in a community transformation in HK.

Location: Sham Shui Po, Kowloon, Hong Kong

Topic/Post: Poverty Alleviation Model Development

Internship Description:

- To assist in research projects about identifying the successful factors/barriers of social care in local districts, through conducting interviews and compiling data
- To support and strengthen the partnership of organisations providing material, spiritual and mental care to the poor
- To assist in Youth Upward Mobility Program and Child Development Fund Program for alleviating inter-generational poverty
- To assist in other ad-hoc tasks

Special Requirements:

- Care about the poverty issues in Hong Kong
- Want to make a difference

No. of Placement(s): 2



Hong Kong Committee for UNICEF
www.unicef.org.hk
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 make a real and lasting difference in the lives of children to support social corporate responsibility development, and youth engagement projects of the organization.

Post A

Location: Fortress Hill, Hong Kong

Topic/Post: UNICEF HK Make A Video 2018

Internship Description:

- To assist in preparation, execution and logistics of the youth video empowerment project.
- To provide on-site support to operation and coordination of the Project, and support the development and translation of related materials and resources.
- To assist in evaluation of project by conducting focus groups, report writing and etc.

Special Requirements:

- Interns will be working at different schools/locations where the programme is hosted.
- Cantonese is required
- Internship Period: from June 18, 2018 to August 10, 2018

No. of Placement(s): 6

Post B

Location: Fortress Hill, Hong Kong

Topic/Post: Young Engagement Projects

Internship Description:

- To assist in project related administration and planning of events/activities
- To give assistance in implementation and execution of training programmes, facilitation and evaluation
- To assist in managing promotional channels and create content

Special Requirements:

- Cantonese is required

No. of Placement(s): 3



Hong Kong Confederation of Trade Unions
www.hkctu.org.hk
CSS

The Hong Kong Confederation of Trade Unions (HKCTU) consists of 94 workers' unions and represents more than 190,000 workers. Our beliefs: 1. Solidarity among all being employed 2. Dignity and respect for workers 3. Justice for workers and for all 4. Democracy is human right

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Workers' Labour Right Education

Internship Description:

- To assist organizers to reach out to workers to educate them about their own labour rights
- To organize activities for workers to build solidarity and educate them about their labour rights
- To perform communications and marketing events to educate workers concerning their labour rights

No. of Placement(s): 4



Hong Kong Red Cross
www.redcross.org.hk
CSS

The Hong Kong Red Cross dedicates ourselves to protecting human life, caring for the health of the vulnerable and respecting human dignity by mobilizing people to serve voluntarily for the cause of humanity.

Location: Tsuen Wan, New Territories

Topic/Post: Blood in U Project

Internship Description:

- To assist in the implementation of Blood in U project, one of our key humanitarian programs
- To liaise with the working partners in different working units for opportunities for youth leaders
- To organize and support the youth leaders to organize blood donation programmes, including promotion, education, research and activities in tertiary institutes and secondary schools

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



InspiringHK Sports Foundation
www.inspiringhk.org/
CSS

InspiringHK Sports Foundation is a young tax-exempt charity founded in 2012, with a vision to empower better youths through sports. We carry out our mission through professional sports training, learning experience programmes and advocacy activities.

Location: Kwun Tong, Kowloon, Hong Kong

Topic/Post: Girls' Sports Programme

Internship Description:

- To empower girls by increasing their self-confidence to protect themselves, getting them inspired by female trainers on the benefits of sportsmanship spirit and helping them navigate towards a healthy lifestyle
- To conduct extensive research and data back up to justify the cause with PowerPoint introducing deck built
- To assist in developing a comprehensive marketing plan to creatively use extensive network of IHKSports to maximize impact
- To assist in executing the stated marketing plan, including hosting events, creating digital media projects etc.

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



Institute For Integrated Rural Development
www.harvest.org.hk
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, execute and manage various activities which promote educational, cultural and social development in rural China
- To assist in promotion, fundraising and community education programmes
- To support the project team by conducting desktop research and providing administrative assistance
- To assist in developing and writing proposals and other external communication products
- To communicate with donors, volunteers and members of IRD

Special Requirements:

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

No. of Placement(s): 3



Kadoorie Farm and Botanic Garden
www.kfbg.org
CSS

Kadoorie Farm and Botanic Garden (KFBG) spreads over 148 hectares of land on the northern slopes of Tai Mo Shan, Hong Kong's highest mountain, near the town of Tai Po. KFBG has a deep-set valley between two ridges, with a stream running steeply down through the forest. On the slopes there are forest, theme gardens, vegetable terraces, 8km of walking trails, 9km of roads, and conservation and educational facilities.

Location: Tai Po, New Territories, Hong Kong

Topic/Post: Nature Education Summer Internship Programme

Internship Description:

- To assist with summer camp for children as camp counselors
- To assist with other nature education programmes such as school programmes and lead guided tour for the public
- To assist with general administrative work
- To assist in organizing and leading summer camp along with Education Officer

Special Requirements:

- All interns are required to attend the 2 weeks training at the start of the internship period
- Cantonese is required

No. of Placement(s): 8



Make A Difference Institute Limited
www.mad.asia
CSS

Founded in 2009, MaD (Make a Difference) inspires and empowers young people all over Asia to come up with creative responses to our time's challenges. It has evolved as a collaborative platform of creative changemakers that works at the intersection of creativity, entrepreneurship, innovation and discovery to bring about positive changes in Asia.

Location: West Kowloon, Kowloon, Hong Kong

Topic/Post: Programme management in a nonprofit cultural organization

Internship Description:

- To involve in Jockey Club Make A Difference School, MaD Festival and other projects
- To assist in programme coordination, implementation and onsite execution
- To assist in marketing and publicity materials preparation and delivering them to our promotional channels
- To assist in participant recruitment, management and liaison
- To source contractors for outsourced services and assist in overseeing their services

Special Requirements:

- Possess high proficiency in written and spoken English, Cantonese and Mandarin
- Have a keen interest in art and culture and social innovation
- Are well organized, self-motivated, detail oriented, and willing to help on tedious but meaningful tasks
- Cantonese is required

No. of Placement(s): 1



KELY Support Group
kely.org
CSS

KELY Support Group is a non-government funded organisation focuses on youth drug and alcohol prevention and education. We provide support to youth between 14 and 24 in Hong Kong from Chinese speaking, English speaking and Ethnic Minority backgrounds.

Post A

Location: Central, Hong Kong

Topic/Post: Communications and Marketing Campaigns

Internship Description:

- To assist with administrative tasks and ad-hoc projects (marketing, fundraising, etc.) as required
- To maintain day to day monitoring of website and social media platform, e.g. Facebook, Twitter, Instagram
- To execute and plan online and offline marketing campaigns as well as fundraising projects
- To develop articles and marketing materials
- To conduct research on social issues

Special Requirements:

- Proficiency in written and spoken English and/or Chinese
- Good communication and interpersonal skills
- Self-initiated and organised
- Creative and outspoken
- Proficiency in MS Office and/or Chinese word processing, Graphic design skill is a plus

No. of Placement(s): 1

Post B

Location: Central , Hong Kong

Topic/Post: Youth Development for Drug and Alcohol Prevention

Internship Description:

- To assist in research, development and delivery of the SOSKELY outreach and harm reduction programme, including social media campaigns, development of new key messages and give away, ideas for evidence based harm reduction strategies relevant to Hong Kong
- To assist in research, development and delivery of the Open Door Work Placement programme for under privileged young people, including supporting employability training, monitoring and evaluation of the programme
- To assist with other youth development programmes and research, or ad hoc projects as they arise, including some administrative tasks

No. of Placement(s): 2



童協基金會

Kids4Kids

www.kids4kids.org.hk

CSS

Kids4Kids is a Hong Kong based non-profit organization developed to inspire young people in Hong Kong to take an action and make a positive social impact. Kids4Kids aims to develop social awareness and responsibility by providing platforms that empower kids to enact positive change in their community. To date, Kids4Kids has partnered with over 50 schools, 35 community centres, and has involved over 15,000 students.

Post A

Location: Wan Chai, Hong Kong

Topic/Post: Program Development Intern (My Story Creation)

Internship Description:

- To assist in partnership outreach to local primary schools
- To facilitate My Story Creation Workshops and assist in lesson planning
- To assist in communications tasks related to promoting the My Story Creation program
- To provide office and administrative support

Special Requirements:

- Preferably bilingual with ability to read and write Chinese
- Good communication skills; able to adapt to different stakeholders
- Interested in child development and creative writing/illustration
- Cantonese is required

No. of Placement(s): 1

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Post B

Location: Wan Chai, Hong Kong

Topic/Post: Program Development Intern (Youth Empowerment)

Internship Description:

- To assist in partnership outreach to local secondary schools
- To support development of lesson plans for Powered By Service Workshops - leadership, communication, and service workshops in low-resourced secondary schools
- To support development of program for Powered By Youth Forum 2018
- To provide office and administrative support

Special Requirements:

- Preferably bilingual with ability to read and write Chinese
- Good communication skills; able to adapt to different

- stakeholders
- Interested in adolescent development and active citizenship
- Cantonese is required

No. of Placement(s): 1

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Post C

Location: Wan Chai, Hong Kong

Topic/Post: Intern (Buddy Reading Program)

Internship Description:

- To monitor each Buddy Reading session to ensure smooth facilitation
- To prepare session outline and activities, lead icebreaking games
- To oversee participants involved in each Buddy Reading session, engaging volunteers aged 8+ or above and beneficiaries aged 12 and under
- To liaise with site managers at community centers

Special Requirements:

- Able to work on Saturdays
- Bilingual, knowledge of Mandarin Chinese would be bonus
- Good communication skills; able to adapt to different stakeholders
- Interested in child development and literacy development
- Cantonese is required

No. of Placement(s): 3



PathFinders Limited
www.pathfinders.org.hk
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, Hong Kong

Topic/Post: Mother Protection Program

Internship Description:

- To support case managers and assist clients in accessing services (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 assist in clerical work or data entry
- To assist in shelter management
- To conduct simple research on migrants issues

Special Requirements:

- Female preferred (Work in women shelter)
- Proficient in spoken and written English is a must
- Speaking in Bahasa Indonesian/ Tagalog / Thai/ Nepali / Bengali will be an advantage but not a must

No. of Placement(s): 2



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World
www.hkcnc.org.hk
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.

Post A

Location: Cheung Sha Wan, Kowloon, Hong Kong

Topic/Post: Student Leader (Koon Wing Yee Headquarters)

Internship Description:

- To assist in innovative regional promotion activities and recruitment of volunteers
- To assist in volunteer training, orientation day, workshop, volunteer meeting, etc.
- To assist in different CSR projects and centre activities for coordination, communication and follow-up

Special Requirements:

- Cantonese is required

No. of Placement(s): 2

Post B

Location: Tai Kok Tsui, Kowloon, Hong Kong

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

Internship Description:

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

Special Requirements:

- Cantonese is required

No. of Placement(s): 2

Post C

Location: Kwai Chung, New Territories, Hong Kong

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

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.

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



Project Share
www.projectsharehk.org
CSS

The mission of Project Share is to improve the social mobility of youths in urban disadvantaged and marginal areas of Hong Kong. The organization targets on those youth growing up in disadvantaged and marginal environments can receive the development resources that will allow them to become competitive in a much wider range of employment opportunities; and that they will understand how to succeed in their careers and thus create greater security and stability for themselves and their families.

Location: Sheung Wan, Hong Kong

Topic/Post: Youths in Urban Disadvantaged and Marginal Areas

Internship Description:

- To manage small events of the programme
- To liaise with programme participants
- To help on the research project of the organisation

Special Requirements:

- Cantonese is required

No. of Placement(s): 2



Rooftop Republic Urban Farming
www.rooftoprepublic.com
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: Cheung Sha Wan, Kowloon, Hong Kong

Topic/Post: Urban Farming Intern

Internship Description:

- To provide urban farming managerial support and be involved in an urban farming projects, including set-ups, maintenance work as well as workshops and events
- To work with our partners in various events such as chefs, nutritionists, farmers, as well as provide support in the design, development and execution of our urban farming workshops and events
- To work with our partners (e.g. NGOs, local organic farmers and experts in various aspects of farming and food-related issues) to deliver meaningful educational programmes to promote urban farming in our city
- To support the marketing and promotion team in raising awareness of urban farming, and to create engaging activities to attract more city-dwellers to join the urban farming movement

Special Requirements:

- Candidates who are environmentally-conscious, enjoy the outdoors and nature will be preferred

No. of Placement(s): 3



聖巴拿巴會之家
Saint Barnabas' Society & Home

St. Barnabas' Society and Home
www.sbsh.org.hk
CSS

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

Location: Western District , Hong Kong

Topic/Post: Day Camp for Kids from Underprivileged Families

Internship Description:

- To plan and execute activities for the Summer Day Camp 2018, including Interactive English Class, cooking session, ice-breaking activities and etc.
- To manage class order and ensure the safety of children
- To oversee the budget and expenditure of the day camp

Special Requirements:

- Love children and Enjoy designing different games for children
- Able to work independently
- Self-driven and creative
- Responsible and punctual

No. of Placement(s): 3



The Hong Kong Federation of Youth Groups
www.hkfyg.org.hk
CSS

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.

Post A

Location: Fanling, New Territories, Hong Kong

Topic/Post: Project Coordinator – School of Global Understanding

Internship Description:

- To assist in the planning and implementation of new initiatives – School of Global Understanding
- To provide administrative and promotional support to our signature programmes, such as the English Public Speaking Contest, Financial Dialogue Series, Summer School for Effective Leadership, etc.
- To conduct research and perform any related duty as per supervisor's request

Special Requirements:

- Excellent command of written and spoken English
- High proficiency of Microsoft Office is a plus
- Cantonese is required

No. of Placement(s): 1

Post B

Location: Tsuen Wan, New Territories, Hong Kong

Topic/Post: Community Youth Sport Program

Internship Description:

- To plan and execute Community Team Sports Program
- To assist in promoting sport culture and the fitness concept in the community
- To assist in daily office operation and administration works

Special Requirements:

- Willing to work outdoor
- Night duty (till 22:00) is sometimes necessary

No. of Placement(s): 2



The Hong Kong Council of Social Service
www.hkcss.org.hk
CSS

The Council has since become an essential partner of the Hong Kong Government in social welfare and development. Today we represent more than 400 Agency Members, providing over 90% of the social welfare service through their 3,000 operating units in Hong Kong.

Location: Wan Chai, Hong Kong

Topic/Post: Young Community Designers Program

Internship Description:

- To assist in the preparation of training course to young people on doing creative interior design for the deprived families in the community
- To coordinate the young people to make proposal of improving the living environment of the families through creative interior design under the collaboration of professional designers
- To coordinate young designers to work with professional designers and residents in the community to transform public space in the community for catering their specific need.
- To assist in producing a case book for the creative designs developed in this project

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



The Democratic Party
www.dphk.org
RPA

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 ensuring 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: Summer internship

Internship Description:

- To assist in network development, cases solving, research planning
- To assist in clerical tasks in the District Council's office
- To assist in program planning and organizing of community services
- To assist in our Councilor prepare the documents for Council meeting

Special Requirements:

- Location of workplace at specific Office will be confirmed before internship begins
- Occasional overtime work
- May work during weekends and evenings
- The activity participation rate counts towards final evaluation on intern's performance

No. of Placement(s): 10



TREATS
www.treats.org.hk
RPA

Established since 1979 and a registered charitable organization in Hong Kong. We are the pioneer charity in Hong Kong that focuses on children social integration and provides essential integration opportunities for all children in Hong Kong

Location: Chai Wan, Hong Kong

Topic/Post: Social Inclusion program

Internship Description:

- To support execution of our social inclusion program, especially on Day camp, "For All" series program including arts and sports
- To support preparation work for our social inclusion workshop in mainland China
- To support event preparations and execution for our Flag day campaign

Special Requirements:

- As our organization aims to promote social inclusion of all local children with different background and abilities, we welcome students with special needs and who are local ethnic minorities

No. of Placement(s): 2



Amnesty International Hong Kong
www.amnesty.org.hk/web/
RPA

Amnesty International is a worldwide movement of people who campaign for internationally recognized human rights to be respected and protected.

Location: Jordan, Kowloon, Hong Kong

Topic/Post: Research on Human Resources Policies and Guidelines

Internship Description:

- To complete a research project on human resources policies and guidelines with reference to domestic laws (30%)
- To organize events for members and public (30%)
- To assist in clerical work (30%)
- To assist in handling public enquiries (10%)

Special Requirements:

- Requires a working knowledge of Microsoft Office suite
- Strong attention to detail
- With a high degree of accuracy and precision
- Effective interpersonal skills
- Good senses of point, tact, and diplomacy

No. of Placement(s): 2



Asia Pacific Mission for Migrants (APMM)
www.apmigrants.org
RPA

The Asia Pacific Mission for Migrants (APMM) is a registered non-profit limited company with charitable status in Hong Kong and was founded in 1984 as a regional research, advocacy, and movement building organization for the Asia Pacific and Middle East (APME) regions.

Location: Yau Ma Tei, Kowloon, Hong Kong

Topic/Post: Migration in Asia Pacific and Middle East Region

Internship Description:

- To assist in doing research and study on the concrete condition of migrants in APME region
- To assist in empowering the migrants in Hong Kong
- To assist in strengthening the organizations of migrants in building linkages with other local organizations

No. of Placement(s): 3



Asia Society Hong Kong Center
asiasociety.org/hong-kong
RPA

Founded in 1956 by John D. Rockefeller 3rd in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Location: Admiralty, Hong Kong

Topic/Post: Programs Development (Business and Policy))

Internship Description:

- To conduct research for program development
- To write and edit proposals as well as promotional materials for programs
- To provide administrative and logistic support for programs
- To conduct other ad- hoc assignments as required

No. of Placement(s): 1



香港經濟民生聯盟
Business and Professionals
Alliance for Hong Kong

Business and Professionals Alliance for Hong Kong
www.bpahk.org
RPA

The Business and Professionals Alliance for Hong Kong is a political group including 7 Legislative Council members, several District Council members, professionals and representatives from different fields came together. BPAHK aims to create a sound foundation for the future of our next generation and to provide an effective communication channel connecting business and industry sectors, professionals and the general public.

Location: Admiralty, Hong Kong

Topic/Post: Internship Programme for Tertiary Students

Internship Description:

- To conduct policy research
- To assist in event organization
- To participate in community work
- To support implementation of community service at the district level

Special Requirements:

- Cantonese is required

No. of Placement(s): 10



Business Environment Council
www.bec.org.hk
RPA

Business Environment Council Limited ("BEC") is an independent, charitable membership organisation, established by the business sector in Hong Kong promoting environmental excellence by advocating the uptake of clean technologies and practices which reduce waste, conserve resources, prevent pollution and improve corporate environmental and social responsibility.

Location: Kowloon Tong, Kowloon, Hong Kong

Topic/Post: Investing in Energy Efficiency - Enhancing the Policy Framework Project

Internship Description:

- To assist in researching the policy framework in other countries, specifically to examine how the policy framework can be improved to support investment in existing and new buildings as well as transportation to ensure both sectors are ultra-low carbon
- To assist in organising workshops and preparing workshop reports
- To assist in compiling final report
- To assist with other miscellaneous activity related to other BEC projects in this field

No. of Placement(s): 2



China Human Rights Lawyers Concern Group
chrlawyers.hk
RPA

If lawyers had no human rights, would there be rule of law? Established in January 2007, China Human Rights Lawyers Concern Group (CHRLCG) is a Hong Kong-based non-profit organisation that aims to advocate for the protection of the rights of human rights lawyers and legal rights defenders in China.

Location: Sheung Wan, Hong Kong

Topic/Post: Rule of Law and Rights Lawyers in China

Internship Description:

- To conduct primary research and data compilation on cases
- To assist in writing of statements and press releases
- To support the management of social media/ campaign
- To take tasks on routines for daily office operations/ execution of programme activities, if schedule coincides

Special Requirements:

- Communicative in English and Mandarin, at least for reading
- Preferably having completed year 1 for the university study in either law or other disciplines of social sciences

No. of Placement(s): 2



Civic Party
www.civicparty.hk
RPA

Civic Party is a political party whose aim is to promote democracy and social justice. We are committed to making Hong Kong an economic success, and that means better quality of life and better opportunities for everyone, sustainable development, healthy environment and rich cultural life. We firmly believe this can only be achieved by working closely with civil society.

Location: North Point, Hong Kong

Topic/Post: Civic Party Summer Internship 2018

Internship Description:

- To assist in policy research
- To assist in organizing community events
- To assist in handling inquiries, complaints and all other necessary duties regarding the execution of project

Special Requirements:

- Cantonese is required

No. of Placement(s): 10

COMMUNITY BUSINESS



Community Business Limited
www.communitybusiness.org
RPA

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. Recognised as a thought leader in corporate responsibility and diversity and inclusion in Asia, Community Business conducts research, facilitates networks and events, leads campaigns and provides consultancy and training.

Post A

Location: Sheung Wan, Hong Kong

Topic/Post: LGBT+ and Disability Assistant

Internship Description:

- To conduct background research on LGBT and disability
- To support Project Manager in drafting documents
- To update social media portals with relevant information
- To provide administrative and logistical support for events, activities, meetings, and etc.

Special Requirements:

- Good command of spoken, listen and written in both English and Chinese
- Willing to learn, Can-Do attitude and reliable
- Strong interpersonal and communication skills
- Passionate for the subject of LGBT+ and disability
- Proficiency in Microsoft Office
- Cantonese is required

No. of Placement(s): 1

Post B

Location: Sheung Wan, Hong Kong

Topic/Post: Programme Assistant, Diversity and Inclusion

Internship Description:

- To conduct basic desktop research on diversity and inclusion related issues, legislation and statistics
- To summarize existing research publications and case studies into shorter write-ups
- To support Project Manager in maintaining contact database
- To work with Project Manager to update the DIAN website
- To update social media portals with relevant information

Special Requirements:

- Good command of spoken and written English
- Extremely organised
- Strong interpersonal and communication skills
- Willing to learn and reliable
- Proficiency in Microsoft Office
- Proficiency in written Chinese is an advantage
- Internship Period: from June 04, 2018 to July 28, 2018

No. of Placement(s): 1

endPoverty.org

Transforming lives through microenterprise

Endpoverty
endpoverty.org
RPA

EndPoverty is a nonprofit organization that works with local microfinance institutions (MFIs) in developing countries by enabling individuals and families to free themselves out of the entanglements of poverty.

Location: Cyberport, Hong Kong

Topic/Post: Microfinance Impact Assessment Project

Internship Description:

- To assist with the Impact Assessment project implemented in our partner in Bangladesh and South Africa. The student based in Hong Kong would be working closely with the Director of Operations to design, monitor, analyze and present results of the project
- To assist with developing new marketing materials to communicate the organization's impact (e.g. videos, presentations, etc.)
- To assist with proposal grant writing to foundations and other supporters, focused on Impact Assessment

Special Requirements:

- Fluent in English
- Self-motivated, able to work independently
- Willing to work with people from different backgrounds
- Willing explore, experiment and learn

No. of Placement(s): 2



香港科技大學
THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

Health and Safety Environment Office, UST
www.ab.ust.hk/hseo
RPA

The Health, Safety and Environment Office (HSEO) was established to develop and help implement safety and environmental policies and procedures, and to provide necessary services to facilitate the realization of this commitment.

Location: Clear Water Bay, , Kowloon, Hong Kong

Topic/Post: Review of Compensation Ordinance in Relation to Organization's Ageing Workforce

Internship Description:

- To assist in the analysis of existing employee injury related practice in relation to Compensation Ordinance
- To assist in the establishment of rehabilitation programme specifically for the ageing workforce
- To assist in the expansion of existing disciplinary action plan with post-injury and post-return-to-work follow up procedures

Special Requirements:

- Excellent English writing skills

No. of Placement(s): 2



Hong Kong Policy Research Institute- Hong Kong Vision
Project
www.hkpri.org.hk
RPA

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: Hong Kong Vision Internships

Internship Description:

- To assist in conducting research in the areas of social, land uses and development of Hong Kong
- To assist in compiling research literature, editing and preparing information, papers and reports for publication
- To assist in general office administration work

Special Requirements:

- Skills in Chinese and English typing
- Cantonese is required

No. of Placement(s): 3



Mother's Choice
www.motherschoice.org
RPA

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

Location: Mid Levels, Hong Kong

Topic/Post: Child Protection Project - Advocacy and Research

Internship Description:

- To assist with developing and implementing learning tools focused on child abuse prevention and response within the Mother's Choice staff and volunteer team
- To assist with individual case advocacy efforts within the department a) Supporting us to be the voice for individual children 'stuck' in the care system b) Reviewing and improving our process of advocacy case recording and monitoring
- To assist with research and policy position paper development at Legislative Council Level (dependent on need during internship time frame)
- To support with translation and review of child protection documents within the organisation, ensuring important elements of child protection context is communicated consistently across both languages
- To integrate into the community education team, supporting all areas of our work as we work together to see every child in a safe, loving and permanent family

Special Requirements:

- Fluent in both spoken and written English and Cantonese
- Cantonese is required

No. of Placement(s): 2



立法會議員譚文豪辦事處

Office of Hon Jeremy Tam Man Ho

Office of Hon Jeremy Tam Man-Ho, Member of Legislative Council

www.facebook.com/jeremytammanho

RPA

Mr. Tam is a member of the Legislative Council and a member of the Civic Party.

Location: Admiralty, Hong Kong

Topic/Post: Summer Internship

Internship Description:

- To assist in conducting policy research
- To assist in the handling of public complaints, enquiries and comments
- To assist in the planning, organisation and implementation of community events

Special Requirements:

- Cantonese is required

No. of Placement(s): 4



實政圓桌

ROUNDTABLE

Roundtable

www.facebook.com/tien.michael

RPA

Roundtable is a non-partisan discussion platform for independent councillors. Advocacy and messages of this platform are released with unanimous consent of its members for the interest of the state and Hong Kong.

Location: New Territories,, Hong Kong

Topic/Post: Student Interns / Work Experience Student

Internship Description:

- To assist in dealing with policy matters including but not limited to policy research
- To assist in organizing community functions
- To assist in liaising with citizens' groups
- To assist in handling citizens' enquiries
- To assist in any other duties as assigned

Special Requirements:

- Workplace will be located at either one of the seven District Offices or one of the two supporting offices in New Territories
- Cantonese is required

No. of Placement(s): 6



South China Morning Post
www.scmp.com
RPA

South China Morning Post is a leading newspaper in Asia.

Location: Tai Po, New Territories, Hong Kong

Topic/Post: Research on Thought Leadership Forums

Internship Description:

- To assist in conducting competitive landscape
- To identify and map out key issues in current news
- To conduct speaker due diligence and build speaker database

Special Requirements:

- Cantonese is required

No. of Placement(s): 1



Sowers Exchange Limited
www.sowers-exchange.com
RPA

Sowers Exchange is a Hong Kong-based social enterprise focused on providing dynamic, effective, and sustainable solutions to clients who wish to undertake corporate social responsibility or community investment initiatives in the Asia-Pacific region. We help our corporate clients achieve their targets by bridging the gap between small to medium sized grassroots level social purpose organizations (SPOs) and corporations. At present we have developed relationships with 60+ SPOs in 13 countries.

Location: Wan Chai, Hong Kong

Topic/Post: NGO's in APAC Region

Internship Description:

- To conduct research related to NGO's in Asia-Pacific region
- To assist in managing current NGO portfolio
- To assist in keeping communications with NGOs

No. of Placement(s): 1

Non-local Internship


A **non-local internship** can fulfil either the Social Innovation Internship (FOSS2018) or the Global Citizenship Internship (FOSS2019) requirement. The two-month internships are only offered in summer. In this summer, students have placement opportunities in Australia, Canada, China, Latvia, New Zealand, the Philippines, Singapore, Slovakia, South Africa, South Korea, Sri Lanka, Taiwan, United States and Vietnam. There are two types of non-local internships: Placement-based and project based/ cross-disciplinary internships.

Placement-based

Students will be offered a job placement in an organization in one of the above locations

Project-based/ Cross-disciplinary in collaboration with other Faculties/ Units

GLoCal Projects: Project-based/ cross-disciplinary projects with the Department of Civil Engineering, the Department of Comparative Literature or HKU Horizon Office



Please be reminded to check the **visa application** eligibility (if eligible, which specific category) and procedure (e.g., time taken, the application fee, applying online or in-person) of the country that you are going to apply internship at. Please make sure you check carefully and plan ahead. There may be additional cost for Visa Application.

IMPORTANT DATES

Orientation for Non-local Internships:

May 30, 2018

June 4-8, 2018 (GloCal Projects)

Internship Period:

June 4 – July 27, 2018

Five days per week (unless indicated by the CP)

June 11 - July 31, 2018 (GloCal Projects)

Presentation for Non-local Internships:

August 1–3, 2018 (Main Sessions*); or

August 16, 2018 (Alternative Session 1); or

September 3, 2018 (Alternative Session 2#)

August 17, 2018 (exclusive for GloCal Projects)

Integrated Essay Deadline:

August 15, 2018

Self-evaluation by Students:

July 30 – August 17, 2018

* Students' presentations in Main Sessions will be assigned on one day within the period. They are more likely assessed by their own Academic Tutors; presenting with students from the same project; and engaging with other students from the same discipline and similar Community Partners.

Not available for final year students.





Non-Profit Incubator
www.npi.org.cn/
CMC

NPI(Non-Profit Incubator) is the cluster of several intermediary agencies to support the emerging third sector in China. It has worked since Jan. 2006 to promote social innovation and cultivate social entrepreneurs by granting crucial support to start-up and small to medium sized NGOs and social enterprises. Up to now, NPI has become one of the largest and most influential local NGOs in China, with around 200 full-time employees operating in 13 cities across the country.

Location: Chaoyang, Beijing, China

Topic/Post: Summer Internship

Internship Description:

- To assist the operation of a new media platform, and prepare the promotional materials for the organization's activities
- To participate in the development and implementation of programs of activities
- To assist and coordinate the communication with social entrepreneurs

Special Requirements:

- Fluent written and spoken Chinese

No. of Placement(s): 1



ASHOKA
Ashoka Philippines
philippines.ashoka.org
CMC

Ashoka pioneered the field of social entrepreneurship. With over 3,300 Ashoka Fellows from 93 countries, it is the largest professional network of social innovators in the world.

Location: Pasig City, Philippines

Topic/Post: Communications Associate (Writer)

Internship Description:

- To provide primary support to the Communications and Partnerships Consultant for marketing and communication activities
- To develop content for web copy, as needed, for feature articles, as well as press releases, feature pieces, letters of invitation, content management, communication strategy and planning
- To keep abreast of social-media trends and provide strategic direction to the organization related to such as writing assignments needed for fundraising appeals, videos/slide shows, corporate messaging, feature articles and more

No. of Placement(s): 1



Asian Venture Philanthropy Network (AVPN)
www.avpn.asia
CMC

AVPN is a unique funders' network based in Singapore committed to building a vibrant and high impact philanthropy and social investment community across Asia.

Location: Downtown Core, Singapore

Topic/Post: Market Research, Analysis and Communication

Internship Description:

- To assist in market research and writing of case studies
- To assist in identifying and using relevant content for our various social media channels
- To assist in the creation of marketing materials as well as event management

No. of Placement(s): 2



Cultural Infusion
www.culturalinfusion.org.au
CMC

Cultural Infusion is a not-for-profit organization in Australia that works in education, youth, communities and the arts to promote intercultural harmony and well-being for a more cohesive and richer society.

Location: Collingwood, Australia

Topic/Post: Market Research and Campaigns for Events and Promotions

Internship Description:

- To provide weekly reports and analysis for selling and downloading of apps; to promote apps on social media pages and to help drive online traffic with web-related campaigns
- To manage campaigns on social media platforms like Facebook, Instagram and Twitter; to create and deliver email campaigns
- To conduct research about different cultures and devising and presenting ideas and strategies for new products for Joko's World; and to arrange its promotional activities and events
- To monitor performance of campaigns and events
- To create and develop new innovative ways to communicate company's message

Special Requirements:

- Previous experience in a similar marketing role
- Knowledge in music, art or intercultural studies highly preferred
- Strong and confident communicator
- Excellent written and verbal communication skills
- Candidates with personal blog are preferable

No. of Placement(s): 5



DreamWalker China
www.dwchina.org
CMC

DreamWalker is a social purpose organization, which aims to develop and promote international voluntary services in China and in the world, while at the same time to inspire and nurture change-makers. With the belief that everyone with a passion in voluntary work and open-mindedness to other cultures should have a chance to create change.

Location: Haizhu District, Guangzhou, Guangdong, China

Topic/Post: Marketing Intern

Internship Description:

- To assist in the marketing of international voluntary service (work-camp) and the organization
- To assist in the production and editorial of promotional articles and other materials
- To assist in the organization of events
- To assist in administrative and daily duties

Special Requirements:

- Interested in international voluntary service
- Interested in charity/social enterprise
- Editorial and event organisation skills
- Marketing knowledge and experience is a plus
- Motivated and work under minimum supervision
- Open-minded and flexible

No. of Placement(s): 1



**FINANCIAL
TIMES**
Financial Times
www.ft.com
CMC

The Financial Times, one of the world's leading business news organisations, is recognised internationally for its authority, integrity and accuracy. We are trusted to provide extensive news, comment, data and analysis to the global business community.

Location: Beijing, China

Topic/Post: Video Content Intern

Internship Description:

- To translate English video content into Chinese
- To do subtitling
- To help team members research and prepare for interviews
- To help with filming and post production
- To write script for "news explainer" videos

Special Requirements:

- Fluent English (both spoken and written)
- Interested in video editing
- Native Chinese Speaker preferred

No. of Placement(s): 1



The International Churches of Christ founded HOPE worldwide in 1991, in response to the Scriptures' call to serve the poor and needy throughout the world. Its non-sectarian programmes provide education to disadvantaged children, job and life skills training to the poor, medical services to the sick, and help the elderly to age more healthily and with dignity. Today, HOPE worldwide and its affiliates and chapters serve more than 2 million people on every inhabited continent every year.

Location: Gao Xin District, Chengdu, Sichuan, China

Topic/Post: Pilot Brand Building Project for NGOs in China

Internship Description:

- To assist the Fundraising Manager in Chengdu, China in assessing current brand building process for non-government organizations in China
- To assist in developing brand building strategies through: (1) assessment of target audience's profiles, (2) evaluation of communication channels, and; (3) design of communication material
- To assist in completion of brand building communication material as project deliverable

Special Requirements:

- Proficient in Putonghua and written Chinese
- Cantonese is required

No. of Placement(s): 2



International Care Ministries
www.caremin.com
CMC

International Care Ministries (ICM) is a charitable organization committed to equip those living in ultrapoverly (living on less than US\$0.50 per day) in the Philippines with the training and resources needed to break the cycle of poverty.

Location: Ortigas Center, San Antonio, Pasig City, 1605 Philippines

Topic/Post: Marketing and Communications

Internship Description:

- To assist in researching the cost and benefits of various crowdfunding opportunities
- To prepare templates for posting stories to crowdfunding sites
- To create a guide for collecting information and consent from field staff to be posted online

Special Requirements:

- Able to work with a cross-cultural team
- Able to communicate clearly with staff in regional offices

No. of Placement(s): 1



One World Children's Fund
www.owcf.org
CMC

One World is a non-profit organization that provides fiscal sponsorship and raises funds and awareness for grassroots organizations serving children with education, healthcare, and shelter. One world brings a global and diverse community of people together to ensure children have access to education, healthcare, and a safe home.

Location: Bay Area, San Francisco, CA, USA

Topic/Post: Communications and Media with Public, Donors and Volunteers

Internship Description:

- To assist in social media and marketing including creating, writing and distributing stories about our projects and partner organizations
- To create a voice and compelling content for our website, e-newsletter and annual newsletter
- To assist in program and operations and accounting including assisting CEO and COO in organization's operations and learning and assisting with project planning, volunteer recruitment
- To assist in development including planning and executing in-house and community engagement opportunities, donor communication and cultivation, and utilizing/updating a donor manage

No. of Placement(s): 3



Project Pengyou/Golden Bridges Foundation
projectpengyou.org
CMC

We mobilize young American and Chinese leaders to promote U.S.-China relations in their community and we empower them through leadership trainings with skills to bring about a functional, robust and peaceful future for both nations – and thus for the world.

Location: Dongcheng District, Beijing, China

Topic/Post: Communication and Online Platform

Internship Description:

- To assist in community outreach (online and offline) for our campaigns and liaising with our Project Pengyou Campus Chapters
- To engage the online community through growing our jobs, events and QandA resources
- To research, scan and compile social media reports related to our programs and missions
- To pitch and write content on US-China topics for the Project Pengyou Blog and marketing copy
- To provide administrative support and participate in strategic team brainstorm

No. of Placement(s): 2



Shanghai Film Critics Society
www.dyplxh.com
CMC

Shanghai Film Critics Society was established in March 7, 1995, providing services including movie reviews, film history and film theory research, networking events and so forth. Its main sources of funding are from Government procurement of services, venture philanthropy and Cultural Foundation Project. We aim to promote creativity and film culture for barrier-free films by using the latest technology, continuous integration of resources.

Post A

Location: Huangpu, Shanghai, China

Topic/Post: Programme Officer for Barrier-free Film

Internship Description:

- To assist in drafting written documents and in recording and editing photographic materials for event promotion and publicity about the values and ideas of barrier-free film through various kinds of social media
- To plan, organize and execute the sharing events, promotions and exhibitions in local communities
- To prepare press invitations and release and edit footage for video promotion
- To assist in reporting and filing of Barrier-free Film programme for stakeholders

Special Requirements:

- Attach a Chinese CV in application
- Fluent in Mandarin
- Good writing skills in Chinese
- Enthusiastic in charity and public welfare
- Capable in organizing events and activities

No. of Placement(s): 2

Post B

Location: Huangpu, Shanghai, China

Topic/Post: Administrative Assistant

Internship Description:

- To draft and compile documents concerning the daily operation of the Society
- To assist in collecting, filing and managing materials, files and documents of the Society and its events
- To support in the daily operation and management of the Society
- To support other ad hoc tasks and events for publicity

Special Requirements:

- Attach a Chinese CV in application
- Fluent in Mandarin
- Good writing skills in Chinese
- Enthusiastic in charity and public welfare
- Capable in organizing events and activities

No. of Placement(s): 1



上海联劝公益基金会
SHANGHAI UNITED FOUNDATION
Shanghai United Foundation
www.lianquan.org.cn
CMC

Shanghai United Foundation (SUF) is a public grant-making foundation founded in 2009, committed to supporting grassroots NGOs in China in united way. SUF unites general public, corporations and other communities by engaging them in charity activities, cultivating rational donors, and introducing social resources to outstanding grassroots NGOs who are short of fundraising channel or ability.

Post A

Location: Shanghai, China

Topic/Post: Fundraising and Public Communication

Internship Description:

- To support the team in designing, organizing and executing offline fundraising activities
- To research, develop and draft online fundraising projects in Chinese social medias and main fundraising platforms
- To cooperate with nationwide social groups, international and local companies and key donors for various donation programs
- To collect, analyze and deliver fundraising performances reports on various programs

Special Requirements:

- Proficiency in spoken and written Chinese (main working language is Mandarin)
- Junior students are welcome
- Good skill in telephone interview required
- Good command of PPT and writing

No. of Placement(s): 1

Post B

Location: Shanghai, China

Topic/Post: Media Relation and Communication

Internship Description:

- To edit and manage content of social media
- To interview NGOs and donors and record offline charity activities for public communication
- To assist in organizing fundraising activities and donors' club activities
- To support the team in branding and marketing strategy

Special Requirements:

- Proficiency in spoken and written Chinese (Mandarin)
- Junior students are welcome
- Students should offer writing example in Chinese
- Knowledge in graphic design and photography is a plus

No. of Placement(s): 1

Post C

Location: Shanghai, China

Topic/Post: Funding and Project Assessment

Internship Description:

- To assist with funding work, including coordinating public council and investigating NGO candidates
- To visit grantee partners and write reports
- To assist with project assessment

Special Requirements:

- Proficiency in spoken Mandarin and written Chinese
- Junior students are welcome
- Good communication skills

No. of Placement(s): 1



KPMG China (BJ)
www.kpmg.com.cn
CSR

KPMG is a global network of professional firms providing Audit, Tax and Advisory services. We operate in 155 countries and have more than 162,000 people working in member firms around the world. The independent member firms of the KPMG network are affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. Each KPMG firm is a legally distinct and separate entity and describes itself as such.

Location: Dongcheng District, Beijing, China

Topic/Post: Summer Internship

Internship Description:

- To assist in coordinate activities
- To assist in edit WeChat news in English and Chinese
- To assist in edit poster and video

Special Requirements:

- Only students from mainland China and Hong Kong Chinese residents are eligible according to the local labour laws

No. of Placement(s): 2



KPMG China (SH)
www.kpmg.com/cn/en/Pages/default.aspx
CSR

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. We operate in 152 countries and regions, and have 189,000 people working in member firms around the world.

Location: Shanghai, China

Topic/Post: Corporate Social Responsibility Internship

Internship Description:

- To coordinate employee volunteer programmes and events
- To conduct research on CSR and environment related issues
- To assist in preparing communication materials and maintaining social media platform
- To assist in video/photo shooting and editing

Special Requirements:

- Only Hong Kong residents and mainland students are eligible according to the local labour laws
- May work on weekends

No. of Placement(s): 4



Chi Heng Foundation
www.chihengfoundation.com
CSS

"Chi Heng" means "wisdom in action", and at CHF we believe we must use our knowledge to help people in need. With this in mind, CHF moves from village to village throughout China offering help to any child with at least one parent who is living with or has died of HIV/AIDS since 2002. CHF thus provides care not only to AIDS orphans, but also AIDS-affected children, thereby ensuring that no child is excluded and each child's needs are fully understood.

Location: Putuo, Shanghai, China

Topic/Post: Summer Camp Program

Internship Description:

- To design the thanks card, invitation, booklet and etc. for summer camp programme
- To assist in taking photograph and shoot short videos
- To facilitate teamwork with local volunteers during the 1-2 weeks camp
- To participate in outdoor events and interact with local/ foreign people
- To assist in office administration and communications as well as other ad-hoc tasks

Special Requirements:

- Fluent in Mandarin
- Skills in Microsoft Office software, Photoshop, other software on video

No. of Placement(s): 2



Do You A Flavor
doyouaflavor.tw
CSS

Through creative action, we create opportunities for people to interact. Not until we know each other do we realize that all of us are "the minority". Therefore, we get everyone closer through some simple projects. By doing so, all of us will realize that "the minority" is not an excluded group; instead, it is a situation that can be reversed.

Location: Datong District, Taipei City, Taiwan

Topic/Post: Stone Soup Project and Street Sellers Project

Internship Description:

- To assist in the preparation and the implementation of the Stone Soup project
- To visit the Street sellers
- To assist the Street sellers project activities
- To assist the daily administration work

Special Requirements:

- Year 3 and 4 students preferred
- Interested in developing a career with NGOs in future
- Passionate about development work, poverty and civic education
- Must be fluent in Chinese (Mandarin)
- Please submit Chinese CV and personal statement

No. of Placement(s): 2



DreamWalker China
dwchina.org
CSS

DreamWalker is a social purpose organization, which aims to develop and promote international voluntary services in China and in the world, while at the same time to inspire and nurture change-makers. With the belief that everyone with a passion in voluntary work and open-mindedness to other cultures should have a chance to create change.

Location: Haizhu District, Guangzhou, Guangdong, China

Topic/Post: Project Intern

Internship Description:

- To assist the design and organization of international voluntary service (work-camp)
- To assist in leading the work-camps
- To assist in organization of events
- To assist in organizational development
- To assist in administrative and daily duties

Special Requirements:

- Interested in international voluntary service
- Interested in charity or social enterprise
- Skills in event organizing
- Project management skills and experience is a plus
- Motivated and work under minimum supervision
- Open-minded and flexible

No. of Placement(s): 1



Harbour Sport
www.harboursport.co.nz
CSS

Harbour Sport was established by sports organizations in the region to foster the North Harbour identity, provide co-ordination across the sports codes, increase participation, improve the quality of sports administration and promote the North Harbour region as a sports destination. To this end, although our work encompasses the entire spectrum of sport and physical activity, our clear intention is to move people from an interest in wellness to engaging in regular sport and physical activity.

Location: Albany , Auckland, New Zealand

Topic/Post: ActivAsian Initiative - Engaging Auckland's Asian Community in Sport and Recreation

Internship Description:

- To assist in updating of resources, statistics and insight into the Asian community in Auckland. This will involve researching and contacting local community groups
- To assist in the delivery of ActivAsian initiatives, including the volunteer programme, walking group, outdoor recreation projects etc.
- To assist in general Harbour Sport events and programmes

No. of Placement(s): 1



Institute For Integrated Rural Development
www.harvest.org.hk
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: Baojing, Hunan, China

Topic/Post: Social Development and Social Services (China-based)

Internship Description:

- To work in the organization's site office in Hunan Province of China and assist in programme planning and execution to promote educational, cultural and social development in rural China
- To support the project team by conducting desktop research and fieldwork and providing administrative assistance
- To assist in developing and writing proposals and other external communication products
- To assist the team in communicating and coordinating with different stakeholders
- To assist in promotion, fundraising and community education programmes

Special Requirements:

- Be responsible, organized and able to communicate well
- Good command of both spoken and written Cantonese and Mandarin, knowledge of English is a plus
- Only Mainland students and local students with Home Return Permit will be considered

No. of Placement(s): 3



Millbourne Community Life Centre (MCLC)
millbournelife.ca
CSS

MCLC is a government registered charitable organization under South Edmonton Alliance Church (Reg# 129942041RR0001). The centre offers programs and services for new Canadians, refugees, youth and low-income families, including a pro-bono medical clinic.

Location: Millwoods, Edmonton, Canada

Topic/Post: Refugee Settlement Assistance, Underprivileged Community Support, Youth and Children Pathway Development

Internship Description:

- To work closely with the Centre Coordinator/Director to deliver the Justice and Compassion Summer programs
- To liaise with the community agencies and provide information to clients
- To conduct outcome tracking, reporting, statistics and client files management

Special Requirements:

- Willing to work with kids
- With counseling background would be an advantage
- Internship Period: from June 18, 2018 to August 10, 2018

No. of Placement(s): 4



Vision Youth Leadership Development Centre
www.visionyouth.ca
CSS

Vision Youth is a not-for-profit organization and is operated entirely by volunteers. We organize the program in an inspiring and supportive environment that will help the participants to develop: self-confidence, communication skills, public speaking, appreciation of nature and the environment, social conscience, interpersonal skills, personal responsibilities, political and social issues awareness.

Location: Markham, Ontario, Canada L3R 3K6

Topic/Post: Youth Leadership Program for High School Students

Internship Description:

- To develop training sessions on Social issues awareness. i.e. Homeless, poverty, mental illness, pre-event briefing and post-event debriefing
- To assist in organizing and improving the fundraising soccer tournament, organize press conference, run with the logistic during the game day, brainstorm and create new ideas to develop increase attendance
- To review and document our program in detail, improve on content delivery and debriefing; identify the Performance Indicators (KPI) for each session, draft and implement overall program policies, assist entire program/members
- To assist in site visit on the topic of understanding the multiculturalism in Toronto. Site visits: Muslim Mosque, Japanese Cultural Centre, First Nation site, Multicultural History society of Ontario
- To guide the Community Service Projects (CSP) organized by our participants. 6 to 7 participants in a group will research and identify the need in our community. Each group will then try to perform the service to help with the issue

Special Requirements:

- Activities are mainly run on weekends and some evenings
- Interns are expected to participate in some Outdoor activities
- Internship Period: from June 18, 2018 to August 10, 2018

No. of Placement(s): 2



Apart from allowing me to gain exposure of cross-border refugee-related cases, the intellectual stimulation and dynamics of which had also hugely reinforced my interest in human right laws. Towards the end of the internship, you can actually feel that you have made a difference for the betterment of others.

*Raphael Leung - BSocSc.
Human Rights League Slovakia*



World Vision

World Vision Hong Kong
www.worldvision.org.hk
CSS

World Vision Hong Kong is a Christian humanitarian organization working to create lasting change in the lives of children, families and communities living in poverty.

Post A

Location: Kunming, Yunnan Province, China

Topic/Post: Jiaxin Street Children Project (雲南省家馨中心)

Internship Description:

- To assist in night shift of "Transitional Home" and design group activities
- To assist in summer program design and implementation for children in difficult circumstances at "Children's Home" e.g. summer camp
- To assist in case work of "Transitional Home"

Special Requirements:

- Able to speak Mandarin
- Passion to serve children and their families
- Interested and have experience in planning and delivering activity-based educational service
- Proactive in approaching service users tw.weibo.com/homeforchildren
- Cantonese is required

No. of Placement(s): 3

Post B

Location: Hong He County, Yunnan Province, China

Topic/Post: World Vision Left-Behind Children Project (宣明會雲南省紅河縣項目)

Internship Description:

- To assist in activity design of child protection and life skill education for children
- To assist in activity implementation at rural villages
- To assist in activity evaluation

Special Requirements:

- Able to speak Mandarin
- Passion to serve children and their families
- Interested and have experience in planning and delivering activity-based educational service
- Proactive in approaching service users
- Cantonese is required

No. of Placement(s): 2

Post C

Location: Kunming, Yunnan Province, China

Topic/Post: Hand in Hand Migrant Children Project (雲南省攜手中心)

Internship Description:

- To assist in design and implementation of interest groups and summer activities for children at "Children's Home"
- To assist in implementation of educational program for left-behind children
- To assist in "Children's Home" program at rural villages
- To assist in follow-up and home visits to families in difficult circumstances
- To assist in design and implementation of summer activities for migrant children and their families e.g. summer camp

Special Requirements:

- Able to speak Mandarin
- Passion to serve children and their families
- Interested and have experience in planning and delivering activity-based educational service
- Proactive in approaching service users www.yunnanxieshou.org/
- Cantonese is required

No. of Placement(s): 3



ALPHA Education
alphaeducation.org
RPA

ALPHA Education's mission and mandate is to educate the community and younger generations on the values of humanity and global citizenship through the forgotten history of WWII in Asia. We achieve this mission through education, art, and advocacy initiatives that engage educators and students, empower youth, support research, and connect with the community.

Location: Ontario, Toronto, Canada

Topic/Post: WWII in Asia: Academic Research and Experiential Learning

Internship Description:

- To assist in the development, organization, and execution of an annual week-long festival "History + Art = Peace" and Camp P.U.L.S.E.
- To help develop research annotations for primary source materials from a Digital Archive Project in WWII in Asia
- To assist administration and other needs for a busy non-profit - translation, possible graphic design, website updating, etc.
- To assist Camp Director for our social Justice Summer Camp
- Please follow this link for a full description of this internship http://foss.hku.hk/exp_app/pdf/alpha_edu.pdf

Special Requirements:

- English language skills are necessary
- Internship Period: from June 19, 2018 to August 14, 2018

No. of Placement(s): 3



Asian Family Services
www.asianfamilyservices.nz
RPA

The Asian Family Services is a subsidiary of Problem Gambling Foundation. It provides clinical and public health services for the Asian community and all community including new migrants, refugees and prisoner who are or may be affected by gambling harm.

Location: Auckland, New Zealand

Topic/Post: Needs Assessment and Reaching Out Programmes

Internship Description:

- To assist in developing and conducting Asian community needs and resources survey
- To assist in evaluating and reporting the data collected from the needs and resources survey
- To assist in developing and carrying out activities for Asians aged 15 to 19

Special Requirements:

- Willing to interact with young persons
- Student interns need to clear police check

No. of Placement(s): 2



Human Asia
eng.humanasia.org/main.php
RPA

Human Asia, founded in 2006, is non-profit public organization with an aim to establishing a regional human rights protection system, and to improvement of human rights in Asia. In order to achieve our goal, we carries out human rights advocacy activities and campaigns, organizes field activities with humanitarian aid, and coordinates educational and training programs to nurture young human rights activists.

Location: Gangnamgu, Seoul, South Korea

Topic/Post: Human Rights Projects on UN, Asia Human Rights Forum and Educational Development for Refugees in India

Internship Description:

- To assist coordination for international model UN Human Rights Council UPR project; to conduct research on current UPR reports; and to prepare materials for orientations, organize papers submitted, and assist correspondence to participants
- To assist the coordination for 12th Asia Human Rights Forum, including translating speaker's materials, making a PowerPoint for introduction and entire schedule; as well as designing materials, such as invitation, event booklet
- To assist overseas educational development team for the SNEHA project (educational support project for Chakma refugees of India) and to conduct on research related to the project
- To assist in regular and clerical duties including human rights news monitoring, translating the articles into Korean, participating interns-led biweekly meetings, and writing a book report and a movie commentary about human rights

Special Requirements:

- Fluent in Korean and English

No. of Placement(s): 2



Human Rights League Slovakia / Liga za ľudské práva
www.hrl.sk/en/about-us
RPA

Human Rights League is a civic association established in 2005 in the capital of Slovakia - Bratislava, by lawyers and attorneys dedicated to providing legal assistance to foreigners and refugees in Slovakia. Our aspiration is to support building of transparent and responsible immigration, asylum and integration policies respecting human rights and dignity of asylum seekers and refugees. Our initiatives aim to support self-empowerment of foreigners and refugees.

Location: Bratislava, Slovakia

Topic/Post: Asylum Seekers/ Refugees

Internship Description:

- To conduct research on country of origin information
- To conduct legal analysis of relevant International and European Human Rights documents and case law
- To assist the lawyers in interviewing clients/asylum seekers and assessment of their situation(reasons for leaving their country, threats and dangers, integration aspirations in the host country etc.)
- To assist the lawyers in other related task(predominantly legal research) as they arise

No. of Placement(s): 2



Kustiba Par!
www.kustibapar.lv/
RPA

"Kustiba Par!" is a new political party in Latvia, positioning itself as a pro-European liberal-centrist political force. It was established in August 2017, led by Daniels Pavluts, the former Minister of Economics(Harvard Kennedy School alumnus)

Location: 2. Stavs , Riga, Latvia

Topic/Post: Research and Communication

Internship Description:

- To assist in the event arrangement and logistics support of an international group visit
- To assist in the international policy research that is relevant to the agenda of the party
- To assist in producing communication materials
- To perform ad hoc duties as assigned

Special Requirements:

- Able to work at ease in a cross-cultural context where Latvian is mostly spoken
- Flexible, open, curious, self-motivated, a great team player and yet able to work independently
- Interested in learning about the political development in Latvia

No. of Placement(s): 1



GLoCal Projects
RPA

GLoCal projects are project-based/ cross-disciplinary projects that address a global issue with local engagement. You will apply social sciences community research skills globally and make an impact locally. This project will give you a first-hand experience to work with international NGOs and/or local government partners. You will learn about international development and the UN sustainable development goals. The field experience will not be only personal rewarding, but also equip you with the skills and knowledge for as an international development professional/consultant.

Post A

GLoCal Solutions (Vietnam)

A multi-disciplinary project with Faculty of Social Sciences, the Department of Civil Engineering and Department of Comparative Literature and World Vision Vietnam

Location: Tien Lu District, Hung Yen Province, Vietnam

Topic/Post: Water and Sanitation

In this internship, the students will:

- Assist with the construction of a water and sanitation system in a secondary school
- Conduct community needs assessment in the areas of water and sanitation
- Design promotional materials to promote hygiene practices for children and community
- Conduct 5 living values skills lessons for secondary school students

Number of Placements for Social Sciences student: 8

Please refer to special requirements on the next page

For information from the previous project, please visit



Post B

GLoCal Fair Trade (Sri Lanka)

A multi-disciplinary project with Faculty of Social Sciences, Department of Comparative Literature, Faculty of Dentistry and Save the Children

Location: Nuwara Eliya, Sri Lanka

Topic/Post: Fair Trade (Tea)

In this internship, the students will:

- Assist Save the Children to track the Early Childhood project progress, capturing how tea pluckers' lives change
- Assist an oral health promotion for mother and child living in the tea estate
- Apply needs analysis and creative writing skills to develop multi-media promotional materials

Number of Placements for Social Sciences student: 8

Please refer to special requirements on the next page

For information from the previous project, please visit





Post C

GLoCal Micro-Finance (South Africa)

This is a pilot project in collaboration with Endpoverty, an international NGO with focus on Micro-finance/Enterprise

Location: Johannesburg, South Africa

Topic/Post: Access to Credit

In this internship, the students will:

- Conduct impact assessment on a Micro-Finance project
- Create a multi-media report on the impact of Micro-Finance Project on the community

Number of Placements: 5

Please refer to special requirements on the next page

Post D

GLoCal Horizons Mingde

This is a pilot project in collaboration with Horizon Mingde and Wangdong township, Rongshui county of Guangxi Autonomous Region, China

Location: Wangdong Township, Ronghsui County of Guangxi Autonomous Region, China

Topic/Post: Left behind Children

In this internship, the student will:

- Conduct needs assessment on the left-behind children in Wangdong Township
- Interview different key stakeholders, e.g. NGOs, government departments, in the Guangxi Region about the issues of left behind children
- Conduct policy analysis and provide innovative policy recommendations

Number of Placements: 4

Please refer to special requirements on the next page

Special Requirements for GLoCal projects

- Always curious, willing to listen and be flexible
- Willing to get your hands dirty
- Able to work in a team, take initiative and plan your own work
- Ready to interact in a cross-cultural setting with a variety of people such as farmers, local youth groups, local government officials at various levels, NGOs, local cooperatives and etc.
- Interested in international development agenda, e.g. UN Sustainable Development Goals
- Compassionate about the disadvantaged group

The student expenses could be partially funded by Gallant Ho Experiential Learning Fund or Horizons Mingde upon successful completion of the project.

Students will receive pre-internship training on global development model, country information, needs assessment, ethics, narration and project management.

Important Dates:

Pre-internship: June 4th – 8th 2018

Field Assignment*: June 11th -31st July 2018

Presentation: Aug 17th 2018

Essay deadline: Aug 15th 2018

*There will be slight variations in different posts.

When you apply for GLoCal projects, please indicate your preference, if any, for Post A, B, C or D in your personal statement. For enquiries, please contact Miss Elsa Lam at lamelsa@hku.hk.



Extensive interaction with peers, tea pluckers, NGO representatives and the private sector allowed me to first hand examine the complexity of Ceylon tea trade issues. I realized that social issues are not black and white, there is not one "bad guy" so to speak, but collaboration is the key. The importance of collaboration among all stakeholders in initiating change inspires my current internship on youth development in Cambodia with United Nations.

*Michaela Forte (GLoCal Fair Trade, 2016),
UNW UN University Volunteer in UN Task
Force Coordination,
Cambodia (2017)*

The internship gave me the unique opportunity to learn about the coffee farming conditions, stories in a coffee cooperatives, and the markets of Gayo coffee. It speaks to a reality that some promising initiatives were abused by the capricious nature of human relationships; more importantly, it narrates a story of great parents farming coffee tirelessly for their kids to have a better life. The skills and knowledge I learned helps me with my current internship at UNDP Beijing to monitor the development assistance project.

*Anakin Lam (GLoCal Fair Trade, 2016),
Intern, UNDP Beijing (2017-18)*



endPoverty.org
Transforming lives through microenterprise

 明德(境外學習)
Horizons Mingde

 **Save the Children**
救助兒童會

World Vision



RIEC

Research Institute of Electrical Communication

Research Institute of Electrical Communication
www.vision.riec.tohoku.ac.jp
RPA

This internship is offered by the High-Level Visual Information System Research Laboratory located at Tohoku University Research Institute of Electrical Communication, where pioneering studies on information and communication sciences are conducted. Interns will have a chance to work in a Japanese academic laboratory as well as in the Japanese community to enrich students' cultural and research exposures.

Location: Aoba-ku, Sendai-shi, Miyagi-ken 980-8577, Japan

Topic/Post: Research Assistant

Internship Description:

- To assist in a research project which requires the use of neuroscience tools (e.g. psychophysics, brain electro-signal recording, and brain imaging) on how visual knowledge contributes to effective communication
- To participate in a local Sendai summer festival and present the report on how this event forms unity and sense of belonging of the community
- To engage in a cross-cultural communication group and compare both verbal and non-verbal communication styles in Japan and Hong Kong

No. of Placement(s): 3



SIFL Institute
sifl.org.cn
RPA

SIFL Institute is a private, nonprofit institution devoted to exploring effective solutions for a changing world. Since its foundation in 2002, SIFL seeks to advance policies that support the central role of market economy and rule of law through a vigorous program of publications, conferences, and policy briefings.

Location: Pudong, Shanghai, China

Topic/Post: Research Assistant

Internship Description:

- To assist in research in terms of urbanization and fiscal/financial reforms
- To assist in translation and compilation of publications from prominent think-tanks/research institutes overseas, and vice versa from SIFL Institute
- To assist in organizing symposiums/seminars and summarizing reviews
- To assist in relevant work in research/data collection/conference for SIFL management

Special Requirements:

- Fluent in Mandarin/English should be an advantage
- Only open for students from mainland China or with Mainland Travel Permit for Hong Kong and Macau or Mainland Travel Permit for Taiwanese Residents

No. of Placement(s): 4



World Information Transfer, Inc.
www.worldinfo.org
RPA

World Information Transfer, Inc., (WIT) is a not-for-profit, non-governmental organization in General Consultative Status with the United Nations, promoting environmental health and literacy. In 1987, inspired by the Chornobyl nuclear tragedy, WIT was formed in recognition of the pressing need to provide accurate actionable information about our deteriorating global environment and its effect on human health.

Location: New York City, The USA

Topic/Post: Health, Environment and Sustainable Development

Internship Description:

- To attend and summarize relevant United Nations meetings where they also gather information related to health, environment, and sustainable development
- To prepare concise meeting summaries
- To distribute our materials at appropriate meetings
- To gather relevant materials from the UN

No. of Placement(s): 2



Sino-Africa Centre of Excellence (SACE)
www.sacefoundation.org
RPA

Sino Africa Centre of Excellence (SACE) Foundation is an applied think tank based in Nairobi, Kenya. Our objective is to facilitate China-Africa trade and investment through rigorous research, project innovation and advisory services.

Location: Parklands, Nairobi, Kenya

Topic/Post: Sino-Africa Research and Digital Marketing

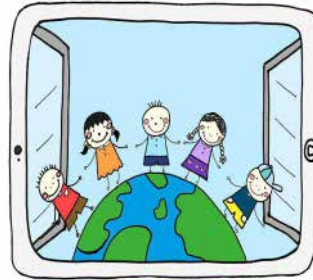
Internship Description:

- To conduct desktop and field research support to the SACE Research Hub under the coordination of Research Director
- To assist in managing the SACE's digital marketing platform and planning marketing campaign
- To assist in marketing SACE events and seminars that bridge Chinese and Kenyan business communities
- To manage the SACE Blog page and to contribute to 'Telling the story' of Chinese in Africa; write articles about the China-Africa relations from a personal perspective

Special Requirements:

- Business-related and International relations students preferred
- Solid team player and independent thinker
- Robust analytical skill set, endless curiosity and a penchant for thinking the impossible
- Fluency in English is mandatory

No. of Placement(s): 2



Pad for Hope
padforhope.org
CES

Our vision is to narrow the information and technology gap between rural and urban children and empower rural children with technology for learning and problem solving. We set our mission to collect used iPads from enterprises and individuals, reinstall applications to promote education for children in rural areas.

Location: Wuhou District, Chengdu, Sichuan, China

Topic/Post: STEAM (S: Science, T: Technology, E: English, A: Arts, M: Music) Classrooms in Rural China

Internship Description:

- To assist teaching staff to design teaching program tailor-made for rural students. The intern is expected to teach topics, break down topics into learning points and deliver teaching instructions for teachers
- To assist program managers to plan summer camps for left-behind children; to design summer camp programs and content; and to deliver them in community centers in rural parts of China
- To assist to search on APP Store to scout latest learning APPs suitable for Chinese primary school students; and to install the APPs on iPads and maintain the latest library of learning APPs on Pad for Hope iPads
- To assist marketing staff to promote Pad for Hope to the general public and update the community in form of news articles
- To assist teachers to deliver online classes based on Pad for Hope STEAM classes teaching instructions

Special Requirements:

- Willing to interact and share with primary school aged children
- The internship includes a 3-5 days travel within rural parts of China for summer camp classes
- Students are required to purchase travel insurance before starting

No. of Placement(s): 3

Community Partners







Faculty of
Social Sciences
The University of Hong Kong
香港大學社會科學學院



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