

internship 2019 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 organisations 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). 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.



Internship Week

January 11 - 21, 2019

**Internship
Exhibition**

@ CPD-LG, Centennial Campus

January 11 - 21, 2019

**Online
Application
and Resources**

<https://www.socsc.hku.hk/sigc/internshipweek2019>

January 11, 2019 (6:00pm) – January 21, 2019 (4:00pm)



**Face-to-face
Consultation
Sessions**

@ Experiential Learning Hub

January 15, 2019 (1:30pm – 3:00pm)

January 17, 2019 (5:30pm – 7:00pm)

January 18, 2019 (9:30am – 11:00am)

**CV Writing and
Interview Skills
Workshop**

@ Social Sciences Chamber

January 16, 2019 (6:00pm – 7:30pm)

IT Help Desks

@ Faculty Office

January 17, 2019 (9:30am – 3:30pm)

January 21, 2019 (9:30am – 3:30pm)



Social Innovation and Global Citizenship Internship (Summer 2019)

Internship Period: June 3 – July 26, 2019 (Five days per week) (unless indicated by the Community Partner)

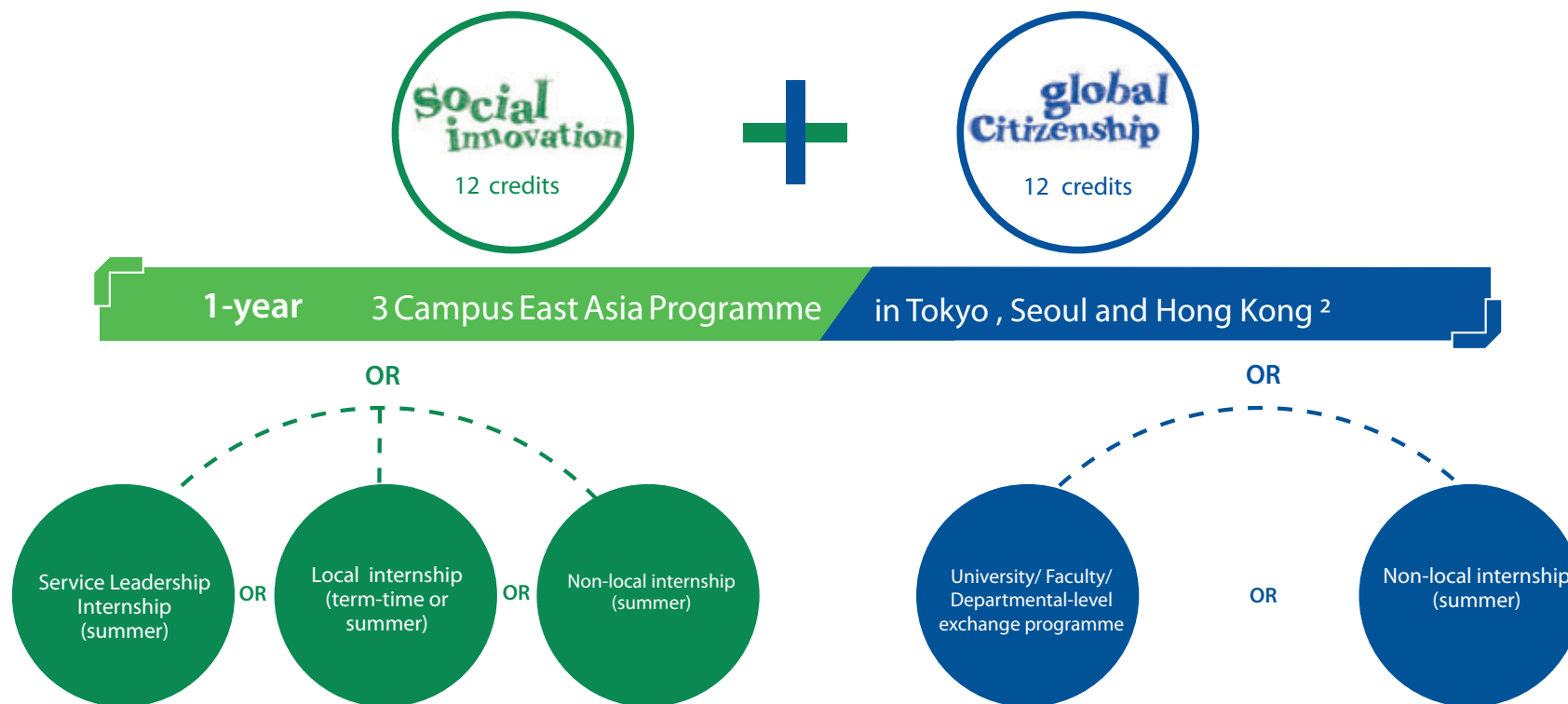
The Faculty of Social Sciences has identified two overarching themes for its undergraduate curriculum: Social Innovation and Global Citizenship. The following undergraduate students are required, as a condition of graduation, to undertake the off-campus experiential learning under these twin themes:

Curriculum

BEd & BSocSc / BSocSc
 BJ
 BSocSc (G&L) & LLB
 BSW

Graduation Requirements

Social Innovation | 12 credits AND **Global Citizenship** | 12 credits
Global Citizenship | 12 credits¹
Social Innovation | 12 credits OR **Global Citizenship** | 12 credits
 Nil (Free Elective)³



¹ BJ students can enroll the course under Social Innovation as free elective.

² Upon successful completion of the 3 Campus East Asia Programme, students can fulfil BOTH **Social Innovation** and **Global Citizenship** requirements.

³ BSW students can enroll courses under Social Innovation and Global Citizenship as free elective.

Internship Vacancy for Summer 2019

Internship Programme	No. of Community Partners	No. of Projects/Topics	No. of Placements
Service Leadership Internship (p. 6-15)	11	15	49
Local Internship (p.16-91)	99	150	319
Non- local Internship (p. 92-119)	31	44	94
Total	141	209	462

IMPORTANT DATES

Internship Orientation (Compulsory)

Service Leadership Internship:	May 30 – 31, 2019
Local /Non-local Internships:	May 29, 2019
GLoCal Projects:	June 3 – 7, 2019

Presentation @ HKU (Compulsory)

Service Leadership Internship:	August 6, 2019
Local Internship:	July 31 – August 2, 2019*
Non-local Internship:	July 31 – August 2, 2019* (Main Sessions); OR August 13, 2019^ (Alternative Session 1); OR September 3, 2019^ (Alternative Session 2 <i>Not available for final year students</i>)
GLoCal Projects:	August 15, 2019

Integrated Essay Deadline

August 13, 2019

* Students will be assigned to present on one day within the period.

^ Students in Alternative Sessions may NOT be able to conduct Project Presentation as a group with students from the same Community Partner and be assessed by their own Academic Tutors.

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 21, 2019 | 4pm

Online Application and Resources:
<https://www.socsc.hku.hk/sigc/internshipweek2019>



Service Leadership Internship

Service Leadership Internship (SLI) takes place in summer, where student interns work as a team (2 – 5 interns) at one of our Community Partner organisations to initiate, develop and implement service tasks. By making use of their social sciences and multi-disciplinary knowledge, student interns contribute as shared leaders to help the organisations 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 (Compulsory)

May 30 – 31, 2019

Internship Period

June 3 – July 26, 2019

(unless indicated by the Community Partner)

SLI Poster Conference (Compulsory)

August 6, 2019

Integrated Essay Deadline

August 13, 2019

Features of SLI

Project-based

A well-focused work task with designated product



Training on Leadership

Workshops on personal and social competencies of leadership



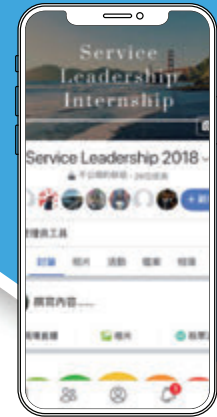
Group-based

Students work in a group from 2 to 5



Interactive Platform for Reflection

Using Facebook platform for student sharing and discussion





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: Training Package on Mental Health and Researches on Police Psychology

Internship Description:

- To assist in producing a training package (training activities and materials, training manual and PowerPoint) on mental health e.g. common mental illnesses and how to support those suffering from mental illnesses
- To assist in conducting literature reviews on various topics of police psychology, e.g. critical incident stress and post-shooting stress, sleep problems of police officers, etc.
- To assist in conducting researches and presentations on relevant topics

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Experience in producing training packages and teaching / training is a plus

No. of Placements: 2

Post B

Location: Fortress Hill, Hong Kong

Topic/Post: Research in Forensic Psychology

Internship Description:

- To assist in literature review and write-up in forensic psychology issues (such as domestic violence, suspect interviewing, police stress in criminal investigations etc.)
- To assist in preparing training materials
- To assist building up literature database in forensic psychology

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Need to work in team, and might need to conduct research that involves talking to people in the Police Force
- Prefer organised person who could write up and sort literature systematically

No. of Placements: 2



Psychological Services Unit, Fire Services Department
www.hkfsd.gov.hk
CES

The Psychological Services Unit is a clinical psychological service in Fire Services Department. Our aim is to promote the psychological well-being of our department members via various psychological services.

Location: Kowloon Tong, Hong Kong

Topic/Post: Psychological Wellness Promotion

Internship Description:

- To assist in producing training and education materials
- To assist in designing pamphlets or posters
- To assist in other multimedia tasks e.g. video editing

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 3



"It was my first time seeing clinical psychologists at work and especially in this special setting. We were given the chance to visit many places i.e. Police College, Police Headquarters, etc. and the visits were fruitful and rewarding. I dare to say this internship opportunity provided by the Psychological Services Group is one of the best and I really hope their partnership with HKU will continue so that my juniors will have a chance to work there and learn."



Ailene Chan (BSocSc)
Psychological Services Group, Hong Kong Police Force

Post C

Location: North Point, Hong Kong

Topic/Post: Psychological Wellness Promotion in the Police Setting

Internship Description:

- To assist in conducting literature reviews and research projects related to police mental health, on both individual and organisational levels
- To assist in the development, design and production of psycho-educational and training materials related to psychological wellness promotion in the police setting
- To assist the police clinical psychologist in running training workshops and group sessions for police officers in promoting their mental well-being, using various approaches including Expressive Arts Therapy, Positive Psychology, etc.

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Interpersonal sensitivity
- Creativity and innovation
- Humble learning attitude

No. of Placements: 2



JEMS Learning House / Character Education Foundation
jems.com.hk / charactereducation.org.hk
CES

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: Wan Chai, 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
- To closely observe students in class and write observation notes after class
- To help teachers prepare for classes, which may include preparing class materials, crafts, and organising games to facilitate class activities
- To 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, assisting in event planning and rolling out of charity events and student graduation to 800+ guests

No. of Placements: 5

Post B

Location: Wan Chai, Hong Kong

Topic/Post: Character Building - Education Assistant to NGO

Internship Description:

- To assist in creating free education resource materials for Character Day Hong Kong (CDHK) - a citywide campaign that provides free resources to over 200 schools and organisations
- To join the team in the creative process of creating free video resources for CDHK (animation clip, Ambassador interviews and short-film)
- To assist in the creation of marketing visuals to be used for the promotion of CDHK
- To assist the project team in preparing training materials for students, teachers and parents in Hong Kong
- To help the team in event management leading up to the annual CDHK kick-off event

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed

No. of Placements: 2



Education for Good
education-for-good.com
CMC

Education for Good (EFG) is a social innovation training and consultancy firm, which provide services for corporations, government and NGOs, to enable the organisations to become innovative in facing the ever-changing social and economic environment.

Location: Lai Chi Kok, Hong Kong

Topic/Post: Summer Internship

Internship Description:

- To assist in social innovation training and coaching
- To assist in preparing materials and help researching
- To participate in many social innovation projects and different kinds of trainings

Special Requirement:

- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed

No. of Placements: 3



Hulu Culture Limited
www.huluhk.org
CMC

Founded in 2009, Hulu Culture is a non-profit and cultural organisation, aiming to preserve and promote Hong Kong local culture. Through fusing traditions into arts and design and organising various kinds of exhibitions and events, the organisation protects traditional cultural heritage, represents local spirit and stimulates folk creativity, and consequently enhances public's understanding in local culture.

Location: Kwun Tong, Hong Kong

Topic/Post: Project Assistant

Internship Description:

- To assist in reporting and writing articles
- To assist in collecting, managing and analysing research data
- To assist in preparing events and programmes

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Level 4 or above in Chinese in HKDSE
- Outgoing, good organisation skills, independent and initiative

No. of Placements: 4



VolTra Hong Kong
www.voltra.org
CMC

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, Hong Kong

Topic/Post: Event and Marketing Assistant

Internship Description:

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

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed

No. of Placements: 2



Walk in Hong Kong Limited
www.walkin.hk
CSS

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: Community Tours and Story-telling Training Project

Internship Description:

- To assist in designing community tour routes and managing tour logistics
- To assist in planning story-telling training decks
- To assist in story-telling training workshops
- To assist in implementing marketing communication campaigns for the community tours and projects
- To assist in communication with different stakeholders in the project

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Proficiency in written Chinese is preferred; other students are also welcomed

No. of Placements: 5



Amity Foundation, Hong Kong
www.amityfoundation.org
CSS

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

Location: Jordan, Hong Kong

Topic/Post: Coaching Team for Mainland Village Orphans

Internship Description:

- To design a 3-day summer camp programme for mainland orphans targeting their psychological needs
- To assist Hong Kong young volunteers to familiar with the programme and be prepared for the camp
- To take a trip to Yunnan, China in late July 2019, work with mainland university students and run the camp for around 40 orphans
- To assist in receiving the mainland university students when they visit Hong Kong right after the mainland camp
- To develop an impact assessment plan and collect relevant data during the service, then assist in strategic planning to support mainland village orphans' psychological needs
- To locate niche target groups and assist in the execution of promotion plan

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Amity Foundation will cover the cost of the Yunnan trip as much as possible based on the financial availability. Students may bear certain amount. Please confirm during interview.
- Internship Period: from June 10, 2019 to August 2, 2019

No. of Placements: 3



幼兒教育部
Early Childhood
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 organisation 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 organisation, 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, Hong Kong

Topic/Post: Kindergarten Non-Chinese Speaking Children Teaching

Internship Description:

- To observe the Non-Chinese Speaking children activities and find out whether they will use Cantonese as a communicate language
- To check their reading Chinese characters ability
- To set some strategies to help the Non-Chinese Speaking children learn Chinese

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 5



The Sprouts Foundation Limited
www.sproutsfoundation.org
CSS

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 programmes run together with Po Leung Kuk in Tai Wai.

Location: Tai Wai, Hong Kong

Topic/Post: Sprouts Foundation Summer Internship 2019

Internship Description:

- To help with strategic planning to reduce education inequality
- To assist the teachers in the classrooms and to lead some of the classes
- To help plan and organise summer activities for the children
- To assist in outings and other internal functions e.g. graduation ceremony
- To assist in office resources management

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 3



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 mobilise social innovation. SEBC strategically partnered with a number of professional organisations and multinational corporations to synergise social resources for cross-sectoral partnership. Core Businesses mobilise 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 in communicating with corporate and Social Enterprises
- To assist in other project coordination work

Special Requirement:

- Proficiency in written Chinese

No. of Placements: 4

Post B

Location: Wan Chai, Hong Kong

Topic/Post: Social Startup Impact Management

Internship Description:

- To create an impact assessment report on respective social enterprise startups, including survey design, interview etc.
- To collect data on 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:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 4

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. Upon completion of the internship, students should be able to:

1. Enhance students' understanding of social issues through first-hand practical experience working with both local and global Community Partners
2. Identify key issues and develop strategies to enhance social development and promote social innovation
3. Enable students to apply academic knowledge (including models, theories and/or concepts), critical thinking, and analytical skills acquired at the University to analyse real-life situations
4. Develop work ethics, self-initiative, adaptation to the organisational culture, and communication skills for successful workplace performance



IMPORTANT DATES

Orientation for Local Internships (Compulsory)

May 29, 2019

Internship Period:

June 3 – July 26, 2019

(unless indicated by the Community Partner)

Presentation for Local Internships (Compulsory)

July 31 – August 2, 2019*

Integrated Essay Deadline:

August 13, 2019

* Students will be assigned to present on one day within the period.



In addition to experiencing local life and integrating knowledge into practice, internship provided me with 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, Yunfu (BSocSc)
Democratic Party





Boaz International Education Institute
www.boazeducation.com.hk
CES

Boaz International Education Institute is an education centre, established by our founder who successfully overcomes her learning difficulties (dyslexia) and wants to share her precious skills with children in similar situations. Boaz provides Innovative Dyslexia Training and gifted programmes to students with special education needs, aged from 5 to 16 years old. Boaz believes every child can learn and every child has their own talents.

Location: Yau Ma Tei, Hong Kong

Topic/Post: Teaching Assistant

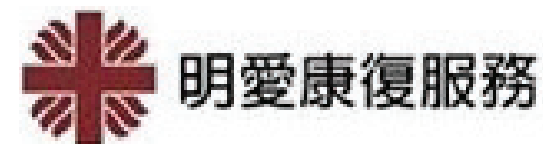
Internship Description:

- To assist in primary to secondary school level Chinese/English/Mathematics learning support programmes
- To create and assist in teaching resources development under supervision
- To assist/ co-lead in summer camps to facilitate student-centered learning
- To assist in other administrative work related to Teaching Departments
- To perform other duties assigned by direct supervisor

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Responsible and good organisation skills
- Passionate with kids
- Required to work at weekends

No. of Placements: 2



Caritas Rehabilitation Service
rs.caritas.org.hk
CES

Caritas Rehabilitation Service developed a full range of service types that cater to children and adolescents with special education needs. The Service is also dedicated in promoting social integration in the community.

Location: Kennedy Town, Hong Kong

Topic/Post: Educational Psychologist Assistant

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:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Psychology major is required
- Evidence of creativity and extremely high initiative is a plus
- Good collaboration and organisational skills

No. of Placements: 1



Enlighten-Action for Epilepsy
www.enlightenhk.org
CES

Enlighten-Action for Epilepsy is the only epilepsy-focused, non-medical Hong Kong charity that aims to benefit anyone directly or indirectly affected by epilepsy. We run a range of complimentary, bi-lingual epilepsy-focused programmes to meet our objectives of raising epilepsy awareness in Hong Kong, and support those by epilepsy and help improve their quality of lives.

Location: Cheung Sha Wan, Hong Kong

Topic/Post: Paint the Town Purple

Internship Description:

- To assist in planning and organising Epilepsy member events
- To assist in Paint the Town Purple programme
- To assist in Handle ad-hoc projects/ reports as assigned
- To handle telephone and email enquiries for programme-related activities and events
- To deliver administrative support

Special Requirements:

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

No. of Placements: 4



Kadoorie Farm and Botanic Garden
www.kfbg.org
CES

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, Hong Kong

Topic/Post: Nature Education Programme Assistant

Internship Description:

- To work alongside KFBG staff in helping to design educational programmes
- To coordinate and deliver nature education programmes and summer camps (nature and art camps) for school groups and public
- To lead guided tours for public visitors to KFBG across various age groups
- To design and produce educational materials and resources to support programmes
- To assist in general administration

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Physically fit for working outdoor and hiking
- Passionate in nature and outdoor education
- Good communication and team working skills
- Experience in working with children and teenagers
- Comfortable and enjoy leading group activities

No. of Placements: 4



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
CES

Hong Kong Eating Disorders Association (HEDA) is a charitable organisation set up by a group of parents, patients and their family members, and concerned individuals in 1999. In 2000, HEDA was incorporated as a limited company and registered in Hong Kong as a tax exempted charity (IR File No. 91/6030). We have a professional advisory team of psychiatrists, family doctors, psychologists, social workers and dietitians.

Location: Tsuen Wan, Hong Kong

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

Internship Description:

- To assist in planning and organising community exhibition that enhances public emotional health and raises awareness of eating disorder
- To assist in the management of organisation's social media platforms (e.g. Facebook, Instagram)
- To assist in administrative and logistic support

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 3



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

Principal Chan Free Tutorial World is a Non-Profit Organisation recognised by Hong Kong 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: Kwai Chung / Tai Kok Tsui, Hong Kong

Topic/Post: Student Leader

Internship Description:

- To assist in pre-school classes and different talent classes
- To assist in regional promotion activities to attract more potential students and volunteer teachers
- To assist in the routine work of centre, such as answering parents' questions, answering phone calls, communicating with volunteer teachers and students, etc.

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese

No. of Placements: 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 (ASD)/ 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 counseling for persons with ASD.

Location: Chai Wan, Hong Kong

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

Internship Description:

- To contribute in delivery, documentation and evaluation of training for adolescents /adults with ASD and their caregivers through observations of trainings and meetings
- To conduct literature review on a ASD-related topic to facilitate knowledge exchange and clinical application among the professional team
- To assist in research on programme effectiveness and producing related promotional/presentation materials
- To provide administrative support to the service of clinical psychology and a project on adult ADHD
- To assist in interest activities for persons with ASD, their families and community members

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Major in Psychology with dedications pursuing clinical or educational psychologist professions are mostly welcomed
- Flexible team players
- Work on Tuesdays to Saturdays
- May need to work alternatively in Yau Ma Tei and Chai Wan centres

No. of Placements: 2



MIT Hong Kong Innovation Node
 hkinnovationnode.mit.edu
 CES

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

Location: Kowloon Tong, Hong Kong

Topic/Post: Innovation Node Assistant

Internship Description:

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

Special Requirements:

- Fluency in Cantonese and Putonghua
- Knowledge in multimedia software, video editing and social media platforms
- Possible travel to Guangdong Province (expenses covered by MIT Hong Kong Innovation Node) to learn about the entrepreneurial ecosystem

No. of Placements: 2



Project Orbis International, Inc
 www.orbis.org
 CES

Orbis is a nonprofit organisation 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 organisations. 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, Hong Kong

Topic/Post: Project Management in School

Internship Description:

- To conduct research and analyse 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:

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

No. of Placements: 1



Kids4Kids is a Hong Kong based non-profit organisation 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: Intern (Buddy Reading Programme)

Internship Description:

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

Special Requirements:

- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Able to work on Saturdays
- Interested in child development and literacy development

No. of Placements: 4

Post B

Location: Wan Chai, Hong Kong

Topic/Post: Programme 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 programme
- To provide office and administrative support

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Interested in child development and creative writing/illustration

No. of Placements: 2

Post C

Location: Wan Chai, Hong Kong

Topic/Post: Youth Empowerment (Social Innovation)

Internship Description:

- To assist in partnership outreach to local secondary schools and community centres
- To support the development of Powered By Service Workshops curriculum to empower low-resourced young people
- To support the programme development for Powered By Youth Forum 2018
- To provide office and administrative support

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Interested in youth development and use social innovation to address social issues

No. of Placements: 3



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 marginalised students through a love for reading.

Location: Central, Hong Kong

Topic/Post: Reading Movement among Primary Schools in Hong Kong

Internship Description:

- To assist in analysing 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 The REACH Reading Programme for 2018-2019 based on research and statistics collected

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 4



SPCA
www.sPCA.org.hk
CES

SPCA believes 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 cannot speak.

Location: Wan Chai, Hong Kong

Topic/Post: Volunteer Project Coordinator - Education

Internship Description:

- To assist and handle education tours
- To prepare for workshops and special events
- To work on comic book contents

Special Requirements:

- Fluency in Cantonese
- Strong interpersonal and communication skills
- Compassionate and love children

No. of Placements: 2



Youth Outreach
www.yo.org.hk
CES

Youth Outreach is dedicated to helping at-risk youth grow into responsible members of our community, with missions reaching out to youth at risk; loving, caring and welcoming them; helping them find themselves and rebuild self-respect and self-confidence; creating platforms for them to grow and stand on their own feet.

Location: Sai Wan Ho, Hong Kong

Topic/Post: Psychology Internship at Youth Outreach Concorde Psychological Services

Internship Description:

- To support observational learning (e.g. observation of groups, talks, and trainings conducted by social workers and clinical psychologists)
- To work with counsellors and clinical psychologists to design programme-related materials (e.g. leaflets, psycho-educational programmes, group or training programmes etc.)
- To assist in research work including literature search and outcome study
- To provide administrative support (e.g. filing client notes) to the clinical psychologists and counsellors

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 2



Rooftop Republic Urban Farming
www.rooftoprepublic.com
CES

Rooftop Republic Urban Farming is co-creating green cities and edible landscapes where everyone is empowered to grow our own food. We achieve this through urban edible landscape design, build and management as well as education and engagement programmes.

Location: Lai Chi Kok, Hong Kong

Topic/Post: Urban Farming Educational Programmes

Internship Description:

- To work with the Education Director to support in exploring innovative topics and themes to be developed into educational materials
- To plan, coordinate and implement educational programmes across a wide variety of communities and segments at our urban farms and local organic farms
- To support in outreach campaigns to schools and educational institutions to promote urban farming and increase adoption of our urban farming programmes
- To support in material presentation for outreach campaigns / events
- To support in consolidating feedback, surveys and other administrative support as necessary

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Self-starter
- Good attention to details
- Enjoy working outdoors at our rooftop farms
- Ability to work independently and as part of a team

No. of Placements: 1



香港兒童探索博物館
HONG KONG CHILDREN'S
DISCOVERY MUSEUM

The Hong Kong Children's Discovery Museum
www.childrensdiscoverymuseum.hk
CES

The Hong Kong Children's Discovery Museum (CDM) is a Hong Kong recognised tax exempt charity that showcases how much can be learned through play. CDM is the first of its kind in Hong Kong and is affiliated with the Association of Children's Museums. The museum is targeted at children from birth to ten years old and their family members, and has over 40 hands-on exhibits as well as facilitated programmes.

Location: North Point, Hong Kong

Topic/Post: Museum Internship

Internship Description:

- To assist in providing guest services which may include answering questions, ensuring safety of children, leading welcome greetings and closing goodbyes
- To assist in conducting exhibit and programme evaluations with museum visitors
- To assist in creating educational programmes and in exhibit prototyping
- To assist in facilitating educational programmes and workshops

Special Requirements:

- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills

No. of Placements: 4



青年天地發展基金
Youth World Foundation

Youth World Foundation
www.hkywf.org.hk
CES

Youth World Foundation is a non-profit charity for youth, training and social services, including youth support; students services; education; cultural, leisure, sports and art programmes; parent services; volunteer services; leadership training; environmental protection; etc.

Location: Tuen Mun, Hong Kong

Topic/Post: Education and Social Service Learning

Internship Description:

- To assist in different schools, helping the primary / secondary school students to learn
- To assist in different social service projects, helping the needy in Tuen Mun District
- To assist in teaching the students who are living under the poverty line

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 2

**AMNESTY
INTERNATIONAL**

國際特赦組織香港分會



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

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

Location: Jordan, Hong Kong

Topic/Post: Fundraising, Campaign and Communications in iNGO

Internship Description:

- To assist in planning and organising various events for fundraising and campaigns
- To assist in donor retention programme via phone calls
- To assist in preparing communication materials for AIHK's stakeholders and the general public
- To assist in general administrative work of the Fundraising Team

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Embrace human rights values

No. of Placements: 2



My internship at AIHK enabled me to gain precious insights on the global campaign operation of one of the world's largest human rights organisation, which has been incredibly inspiring and rewarding personally to my identity as a global citizen and professionally to my future career development.

Tammy Yow (BSocSc)
Amnesty International Hong Kong

archiparti

Archiparti
archiparti.co
CMC

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

Post A

Location: Cyberport, Hong Kong

Topic/Post: Content and Digital Marketing Intern (Writing)

Internship Description:

- To involve in marketing tasks on social media contents, marketing strategies, search engine optimisation and search engine marketing
- To assist in content tasks on contributing ideas, conducting data analysis and researches; Chinese and English copywriting and translation
- To support other ad-hoc activities and events

Special Requirements:

- Strong interpersonal and communication skills
- Efficient, all-rounded, able to work under time pressure
- Self-driven, high standard and responsible

No. of Placements: 3

Post B

Location: Cyberport, Hong Kong

Topic/Post: Content and Digital Marketing Intern (Design and Video)

Internship Description:

- To involve in marketing tasks on social media contents, marketing strategies, search engine optimisation and search engine marketing
- To assist in content tasks on contributing ideas, conducting data analysis and researches, graphics and digital design, shooting/ editing/ publishing of videos
- To support other ad-hoc activities and events

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Efficient, all-rounded, able to work under time pressure
- Self-driven, high standard and responsible

No. of Placements: 3



Changing Young Lives Foundation
www.changyounglives.org.hk
 CMC

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, Hong Kong

Topic/Post: CYLF Anniversary Celebration Project

Internship Description:

- To assist in running our anniversary celebration activities
- To assist in promoting our new centre to be set-up and recruiting new members
- To assist in centre general operation

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Roster duties on Saturdays and Sundays with Monday off

No. of Placements: 2



Boaz International Education Institute
www.boazeducation.com.hk
 CMC

Boaz International Education Institute is an education centre, established by our founder who successfully overcomes her learning difficulties (dyslexia) and wants to share her precious skills with children in similar situations. Boaz provides Innovative Dyslexia Training and gifted programmes to students with special education needs, aged from 5 to 16 years old. Boaz believes every child can learn and every child has their own talents.

Location: Yau Ma Tei, Hong Kong

Topic/Post: Assistant in Administration Team

Internship Description:

- To assist the administration team in scheduling classes
- To understand the need of students in handling phone calls to communicate with parents and schools
- To assist in editing and publishing newsletter
- To support other marketing-related work and to assist in social media platforms and website management
- To perform other duties assigned by direct supervisor

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Required to work at weekends

No. of Placements: 2



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 organisation 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.

Post A

Location: Admiralty, Hong Kong

Topic/Post: External Affairs Interns

Internship Description:

- To assist in company event report writing, news reporting (social media platforms and blogs) and translation
- To assist in media relations
- To assist in generating ideas on promoting Podcasting and Fireside Chat, interview with key opinion leaders and/or influencers of Asia
- To assist in site touring, school and community outreach
- To assist in the youth programme campaign, including content creation and management

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Detail-oriented, self-motivated, proactive, conscientious, creative and willing to learn

No. of Placements: 3

Post B

Location: Admiralty, Hong Kong

Topic/Post: Membership Management Intern

Internship Description:

- To assist in recruitment of new members during ASHK programmes
- To assist in administrative matters of memberships
- To assist in creating new database to target members
- To assist in other ad-hoc assignments

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Detail-oriented, self-motivated, proactive, conscientious, creative and willing to learn

No. of Placements: 1



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

The Hong Kong Journalists Association (HKJA) 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, 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: Wan Chai, Hong Kong

Topic/Post: Freedom of Expression

Internship Description:

- To assist in preparing the annual report for Freedom of Expression
- To assist in organising press conferences and editing tasks
- To assist in administrative works arising from the publication works
- To assist in liaison works

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 1

Post C

Location: Admiralty, Hong Kong

Topic/Post: Programme Intern (Business and Policy)

Internship Description:

- To assist in conducting research for programme development
- To assist in writing and editing proposals as well as promotional materials for programmes
- To assist in providing administrative and logistic support for programmes
- To assist in other ad-hoc assignments

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred; other students are also welcomed
- Detail oriented, self-motivated, proactive, conscientious, creative and willing to learn

No. of Placements: 1



Carbon Care InnoLab
www.ccinnolab.org
CMC

CarbonCare InnoLab (CCIL) is an independent community NGO dedicated to expanding the circle of people active on climate change innovation, education and action, with a strong focus on youth and students. We put special emphasis on multi-stakeholder engagement and solution-oriented processes, as well as awareness-building across the community.

Post A

Location: North Point, Hong Kong

Topic/Post: Event Executive Intern

Internship Description:

- To support in the organisation of any fundraising and brand building initiatives
- To develop and maintain CCIL database of contacts
- To develop and maintain the list of existing events CCIL could possibly partner with
- To develop and maintain the list of grants / foundations CCIL could possibly apply for
- To develop and maintain the list of corporates CCIL could possibly reach to

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Be passionate about climate change challenges and fully committed to our mission
- Be organised, dependable and able to manage and prioritise a variety of tasks with minimal supervision

No. of Placements: 1

Post B

Location: North Point, Hong Kong

Topic/Post: Marketing, Communications and Public Relations Intern

Internship Description:

- To develop and maintain website content and social media communications
- To draft monthly newsletters content
- To collect data from social media platforms and newsletter for analytic purpose
- To develop and maintain information related to our peers' organisations

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Be passionate about climate change challenges and fully committed to our mission
- Be organised, dependable and able to manage and prioritise a variety of tasks with minimal supervision

No. of Placements: 1



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

The Hong Kong Confederation of Trade Unions (HKCTU) consists of 94 workers' unions and represents more than 190,000 workers. We believe in solidarity among all being employed; dignity and respect for workers; justice for workers and for all; and democracy is human right.

Location: Yau Ma Tei, Hong Kong

Topic/Post: Online Promotion Assistant

Internship Description:

- To assist in carrying out online campaign on Instagram and Facebook, in order to attract more young people concerning labour rights issues
- To assist in video and info-graphic production
- To assist in other ad-hoc duties/ tasks assigned by supervisor

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



醫院管理局
HOSPITAL
AUTHORITY

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, 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:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 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.

Post A

Location: Central, Hong Kong

Topic/Post: Marketing Intern

Internship Description:

- To assist in researching suitable prospects / leads for B2B sales in Hong Kong
- To support and implement agreed digital marketing campaigns tactics such as email communications, social media advertisements for LinkedIn, Facebook (English and Cantonese)
- To draft email communications and online advertisement copy for Hong Kong (English and Cantonese)
- To support and implement various online / offline tactics in Hong Kong to generate new business leads and trials for Hong Kong top prospects and increase engagement
- To consolidate marketing requirements from B2B sales and customer success team

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1

Post B

Location: Central, Hong Kong

Topic/Post: Customer Service Intern

Internship Description:

- To support the customer services team by working on a series of assigned projects focusing on the customer journey or part of the print migration work
- To attend weekly marketing and CS meetings and provide any updates on projects or research via meetings or by presentations
- To receive comprehensive customer service and product training in order to act as an expert for content, tools and features on FT.com
- To execute outbound telephone calls to customers to fulfill daily call files
- To gather and collate customer feedback and insight for the wider FT business

Special Requirements:

- Strong interpersonal and communication skills
- Experience in a customer-facing role
- Knowledge of the Financial Times
- Ability to manage time according to regular deadlines

No. of Placements: 1

Post C

Location: Central, Hong Kong

Topic/Post: Communications Intern

Internship Description:

- To assist in global communications by drafting promotional materials from media pitches to blog posts, as well as assist in media monitoring and social media listening
- To assist in employee communications by preparing internal communication materials, including staff newsletters and event creatives
- To assist in partnerships and events with the planning and execution of FT brand-building events, including logistics, on-site management and post-event analysis

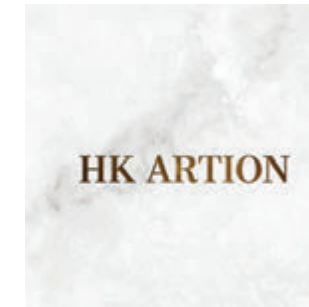
Special Requirements:

- Strong interpersonal and communication skills
- Interest in pursuing a career in communications, public affairs or related area
- A strong interest in current affairs, news and digital media

No. of Placements: 1

Post D**Location:** Central, Hong Kong**Topic/Post:** FT Live Intern**Internship Description:**

- To prepare the event competitive analysis, event project brief and design brief for the event
- To assist in the market research for the key companies in the industry which need to target to the event
- To contact media partners and support partners to collaborate with the events

No. of Placements: 1

HK Artion
 hkartion.com
 CMC

Established in 2015, HK ARTION is the first bilingual online platform dedicated to art, antique and auction news in Hong Kong: We provide instant news update on art exhibition, auction preview and result.

Location: Kwun Tong, Hong Kong**Topic/Post:** Editorial and Public Relations Intern**Internship Description:**

- To assist in updating and managing all the online platforms of the HK ARTION
- To assist in creating special contents, including written interview, video production, creative project, etc
- To assist in organising and supporting our client events, drafting press release, translating related materials

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



Food Angel
www.foodangel.org.hk
CMC

Food Angel is a food rescue and food assistance programme launched by Bo Charity Foundation with the mission of "WASTE NOT, HUNGER NOT, WITH LOVE." The programme 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, Hong Kong

Topic/Post: NGO Marketing

Internship Description:

- To assist in marketing and fundraising activities
- To assist in corporate social responsibility programme
- To assist in preparing posts on social media platforms

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1

Post B

Location: Sham Shui Po, Hong Kong

Topic/Post: Volunteer and Donation Service Engagement

Internship Description:

- To enhance the engagement with volunteers
- To act as a team leader in facilitating volunteer work in multiple work sites
- To assist in arranging volunteer appreciation day
- To maintain volunteer system database
- To communicate with potential / new / existing donors for recruitment and retention activities

Special Requirements:

- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



Garage Society
thegaragesociety.com
CMC

Garage Society is a leading contemporary co-work operator. Home to international startups, freelancers, and creatives, we host events through knowledge sharing platform Garage Academy to facilitate collaboration within our community and throughout Asia.

Post A

Location: Central, Hong Kong

Topic/Post: Garage Academy Events Intern

Internship Description:

- To support event management from logistics, space setup and attendee registration to event wrap up, breaking down the space and building connections with attendees and speakers as a representative of Garage Society
- To provide weekly post-event follow up with attendees, speakers and partners, e.g. communications and updates across our community platforms
- To maintain our online event listings presence across several internal and external platforms (e.g. Garage Commons, Eventbrite, Meetup)
- To support the curation and creation of event concepts, campaigns, and / or other related projects for the Garage Academy community

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Ability to think creatively and independently
- Highly organised with strong sense of responsibility and adaptability
- Passion for the startup community, eagerness to connect with an international audience
- Physical strength in moving furniture

No. of Placements: 2

Post B

Location: Central, Hong Kong

Topic/Post: Kickstart a Career in Marketing

Internship Description:

- To assist in marketing collateral production, including offline collaterals, e.g. poster / leaflet / print advertisement / premiums ("merch") design, and digital collateral, e.g. website, banner, Facebook, Instagram, YouTube
- To assist in content marketing, e.g. copywriting, graphic design and video editing
- To assist in general operations for the marketing team

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1

Hong
Kong
Arts
Centre



Hong Kong Arts Centre
www.hkac.org.hk
CMC

The Hong Kong Arts Centre (HKAC) is a self-financed and non-profit organisation. 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: Public Art

Internship Description:

- To brainstorm current and upcoming public art projects and workshops
- To assist in public art project education programmes, sometimes over the weekends
- To update website, data collection and analysis
- To draft social media posts
- To translate basic material from English into Chinese

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Strong interest in arts, education and local social issues
- Willing to take on ad hoc tasks and quick learner
- Independent, responsible and good communicator

No. of Placements: 2

Post B

Location: Wan Chai, Hong Kong

Topic/Post: ifva

Internship Description:

- To assist in maintenance of database and social media platforms (e.g. Facebook, website, etc.) for 25th ifva Awards
- To organise community projects including outdoor screenings, school tours, workshops and talks
- To assist in event management
- To assist in research work in support of the development of ifva programmes
- To assist in checking data archive and other ad hoc projects and tasks as assigned

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Independent, well-organised with a dynamic and responsible working style
- Flexible, self-motivated and well-manned is a must

No. of Placements: 2



John Swire & 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 & Sons Ltd., in Australia, Papua New Guinea, East Africa, Sri Lanka, the USA and UK.

Location: Admiralty, Hong Kong

Topic/Post: Corporate Communications

Internship Description:

- To prepare news summary and assist in reviewing and organising newspaper clippings
- To support the external team on stakeholder engagement
- To assist in maintaining the stakeholder engagement database
- To assist in the production of financial reports / publications of the group's listed companies
- To provide support in updating the group's public websites and other digital platforms

Special Requirement:

- Proficiency in written Chinese

No. of Placements: 2

Post C

Location: Wan Chai, Hong Kong

Topic/Post: Audience Development

Internship Description:

- To assist in organising arts related activities / arts education programmes
- To assist in data collection and to conduct research on programmes and audience development
- To support the preparation of marketing materials, and to assist in social media platforms and website management
- To assist in managing, editing and filing internal documents
- To perform other duties as assigned by direct supervisor

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Passion in arts / arts education
- Responsible, organised and self-motivated
- Detail-minded and positive attitude

No. of Placements: 2



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.

Post A

Location: Quarry Bay, Hong Kong

Topic/Post: Campaign on Youth Sports

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 1

Post B

Location: Quarry Bay, 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 handle logistics of the project activities and assist in conducting impact measurement, including data entry and analysis
- To assist in developing a comprehensive marketing plan to creatively use an 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:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Inter Cultural Education
www.icehongkong.com
CMC

ICE is committed to delivering quality learning experience to youth in Hong Kong by connecting them to our international community through workshops, camps and learning trips. The interaction between locals and internationals makes students more proactive in learning and proficient in intercultural communication.

Post A

Location: Kwun Tong , Hong Kong

Topic/Post: Business Development and Administration Intern

Internship Description:

- To assist Business Development Manager in improving sales and partnerships
- To assist in tracking businesses and facilitating negotiation between partners and the Manager
- To assist in developing business proposals and tracking business strategies for existing (and new) customers including schools and corporates
- To engage in activities such as business meetings, communicating with potential partners as well as writing proposals

Special Requirements:

- Strong interpersonal and communication skills
- Experienced in tracking leads and sales

No. of Placements: 1

Post B

Location: Kwun Tong, Hong Kong

Topic/Post: Project Design and Marketing Intern

Internship Description:

- To assist in creating and refining graphic designs for school programme materials and marketing campaigns
- To assist in developing clear strategies to build ICE's brand awareness among schools, teachers and the public
- To assist in researching innovative promotional ideas for social media platform
- To create B2C event strategies and meet potential partners

Special Requirements:

- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



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: Quarry Bay, Hong Kong

Topic/Post: Legal Technology Project Intern

Internship Description:

- To assist in data collection and analysis, gathering market feedback and product improvement for our suite of online products (Lexis HK, RED and Practical Guidance)
- To be embedded in our commercial and technology teams, and work together with other departments including sales, content and marketing to help with the company's commercial decision making
- To support project management team on product related projects for India, Singapore, Malaysia and Hong Kong
- To prepare presentation and research on latest Legal Technology trends
- To assist in ad-hoc projects including but not limited to supports on Pacific projects (Australia and New Zealand)

Special Requirements:

- Strong interpersonal and communication skills
- Statistical experience and knowledge is a plus
- Background in law or computing science would be an advantage but not a requirement

No. of Placements: 4

Post B

Location: Quarry Bay, Hong Kong

Topic/Post: Sales and Marketing Intern

Internship Description:

- To provide support to train clients by preparing training and marketing materials
- To conduct market research and input relevant potential customers, provide insightful data analysis and establish the customer journey in Customers Relationship Management (CRM)
- To provide operation support in the decommissioning of LexisNexis Hong Kong, handle data compilation and data cleaning process of client subscription database

No. of Placements: 4

Post C

Location: Quarry Bay, Hong Kong

Topic/Post: Human Resources Intern

Internship Description:

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

No. of Placements: 2



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

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

Location: Cheung Sha Wan, Hong Kong

Topic/Post: Marketing Assistant

Internship Description:

- To design posters / flyers / video, etc. that will be published on social media platforms to increase the publicity of our programmes
- To manage our accounts in Facebook, Instagram and LinkedIn
- To brainstorm and experiment interesting ideas for promotion and publicity
- To contribute ideas to improve current marketing strategies

Special Requirements:

- Creative interns who are social media frequent users
- Previous experience in producing marketing materials, write-up, video, graphic design and photography is a plus

No. of Placements: 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: Lai Chi Kok, Hong Kong

Topic/Post: Urban Farming Events

Internship Description:

- To conduct market research and explore new themes, trends and partners to collaborate and implement events to promote urban farming and sustainability
- To support in the planning and execution of our urban farming services, and workshops / events
- To assist in preparation of promotional materials and social media content to drive awareness and participation in our events
- To collect feedback from post-event review reports to assess the success of the events for future event planning
- To support and coordinate on administrative tasks as necessary

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Self-starter
- Good attention to detail
- Enjoy working as part of a team
- Ability to work independently and as part of a team

No. of Placements: 1



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

Principal Chan Free Tutorial World is a Non-Profit Organisation recognised by Hong Kong 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, Hong Kong

Topic/Post: Internship (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 Corporate Social Responsibility (CSR) projects and centre activities for coordination, communication and follow-up

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese

No. of Placements: 2

Post B

Location: Prince Edward, Hong Kong

Topic/Post: Fundraising and Promotion Assistant

Internship Description:

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

No. of Placements: 2



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, Hong Kong

Topic/Post: Operation Santa Claus 2019

Internship Description:

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

No. of Placements: 1



TreeholeHK
treehole.hk
CMC

A startup that is dedicated to improving the well-being of Hongkongers with mindfulness. We build a community that revolves around mindfulness, and with the aid of technology, we make mindfulness fun, accessible, and impactful.

Location: Mong Kok, Hong Kong

Topic/Post: Mindfulness Promotion Intern

Internship Description:

- To organise events and activities
- To assist our founders in academic research and content writing
- To assist in business development of TreeholeHK

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Highly ambitious candidates who want to be involved in the startup beyond the internship
- Strong interest in mindfulness / psychology is a plus

No. of Placements: 2



Project Orbis International, Inc
www.orbis.org
CMC

Orbis is a nonprofit organisation 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 organisations. 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, Hong Kong

Topic/Post: Orbis World Sight Day and Corporate Fundraising Projects

Internship Description:

- To assist the organisation team to organise World Sight Day 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:

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

No. of Placements: 2

Post B

Location: Kwun Tong, 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

Special Requirements:

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

No. of Placements: 1

Post C

Location: Kwun Tong, Hong Kong

Topic/Post: Public Relations (PR) and Communications

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Excellent writing skills
- Proactive and detail-minded
- Willing to help on administrative work
- Nice phone manner is necessary

No. of Placements: 1



KELY Support Group
rely.org
CMC

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, ethnic minorities and English speaking backgrounds.

Location: Central, Hong Kong

Topic/Post: Youth Programme Intern

Internship Description:

- To assist in preparing programme workshop activities and materials
- To assist in carrying out harm reduction outreach at various events
- To assist in programme evaluation (including data collection, input and analysis)

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Have a creative mindset
- Strong teamwork skills

No. of Placements: 1

RESOLVE

Resolve Foundation
www.resolvehk.org
CMC

We envision an inclusive Hong Kong where every voice has a say in its future and every person has the power to bring positive change to their community. We provide fellowships to emerging leaders from marginalised and underrepresented communities to empower them to be change-makers and social catalysts.

Location: Sheung Wan, Hong Kong

Topic/Post: Non-profit Management Internship Programme

Internship Description:

- To conduct research on the funder landscape, assist in grant writing, provide support to Resolve's efforts to engage new donors and develop regular giving systems, online donation platforms and different fundraising appeals
- To build up Resolve's brand recognition, scout for key media opportunities, keep track of media work and speaking engagement opportunities and help improve its online presence
- To assist in Resolve's external speaking opportunities, event management, creating presentation content design and materials and improving the website and newsletter and keeping it regularly updated
- To support organisation-wide activities, such as planning and strategic meetings, represent Resolve externally where appropriate, participate in team meetings and staff-wide events

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Permission to volunteer in Hong Kong
- Required to bring own laptop for the internship
- Work on Sundays from time to time (Time off on week-days is given as compensation)

No. of Placements: 1



SPCA
www.sPCA.org.hk
CMC

SPCA believes 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 cannot speak.

Post A

Location: Wan Chai, Hong Kong

Topic/Post: Volunteer Programme Assistant

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2

Post B

Location: Wan Chai, Hong Kong

Topic/Post: Volunteer Project Coordinator - Fundraising

Internship Description:

- To prepare and organise various fundraising events including charity walk, Aniform Day and more. Duties include logistics arrangement and sponsorship appeal, etc.
- To drive regular donation by different means, including face-to face appeal, social media platforms or traditional promotional channels
- To assist in Charity Sales and promoting SPCA gift products

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Interest in animals

No. of Placements: 4



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 organisation. The Federation has been providing opportunities and facilities for the social, educational, cultural and physical development of young people. The Federation is committed to setting up a youth membership network, while continuing to provide quality services that address the issues and concerns of young people's problems and by promoting healthy all-round development.

Post A

Location: North Point, Hong Kong

Topic/Post: Youth Leadership Training Programmes

Internship Description:

- To conduct research on international / China's policy and draft the content of programme materials such as discussion guidelines, reports, letters
- To update latest programme news on the website and Facebook page
- To collect and update the database of nominating universities and organisations, as well as candidates' applications to the programme
- To support ongoing communication with previous programme participants

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Students may need to work in Mainland China

No. of Placements: 2

Post B

Location: Fanling, Hong Kong

Topic/Post: Programme Coordinator, School of Communication

Internship Description:

- To assist in the development of our Digital Speaking Chamber for the School of the HKFYG Leadership Institute, e.g. Policy Debate, Speaking Training
- To assist in programme design and strategic planning related to communication and public policies analysis
- To liaise with renowned speakers, professors, corporate leaders and partners
- To assist in alumni management
- To assist in programme promotion and internal marketing

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Good Team Player
- Experience in organising large-scale activities is a plus

No. of Placements: 3



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, Hong Kong

Topic/Post: Communications and Campaign

Internship Description:

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

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred; other students are also welcomed
- Able to work independently as well as in a team

No. of Placements: 2

Post B

Location: Yau Ma Tei, Hong Kong

Topic/Post: Face to Face Fundraising

Internship Description:

- To support the Private Sector Partnerships Service (PSP) team to organise fundraising events, including the Hong Kong Bookfair 2019
- To help develop promotional materials for events
- To setup and manage the booth in events
- To translate and summarise UNHCR Global Trend Report 2018
- To deliver a briefing of UNHCR Global Trend Report 2018

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Academic background in a development related field such as public administration and marketing is preferred
- Ability to work in a team
- Reliability in keeping deadlines and delivering a high quality of work
- Strong organisational skills

No. of Placements: 2

Post C

Location: Yau Ma Tei, Hong Kong

Topic/Post: Donor Care

Internship Description:

- To draft / edit / translate and proofread all kinds of donor communication materials such as e-mails to donors, project updates, reports, thank you letters and newsletters etc.
- To conduct research in middle donor development programme and donor communications / engagement ideas; and to produce reports and analyse donor care and / or telemarketing programme performance
- To assist in organising donor events
- To carry out welcoming procedures to greet new donors by phone and by post e.g. sending welcome letters, making welcome phone-calls to new donors, confirming donors' personal details before entering accurate information into the database
- To input donor personal details and donation details into donor database and conduct telemarketing programmes if necessary

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Experience in working / volunteering with NGOs is a plus

No. of Placements: 1

Post D

Location: Yau Ma Tei, Hong Kong

Topic/Post: Private Partnerships and Philanthropy

Internship Description:

- To conduct marketing research on prospecting and segmentation for potential donors (corporate, foundations and high-net-worth individuals)
- To develop fundraising proposals, promotion and communication materials
- To assist in data mining
- To support other administrative work

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Detail-minded and strong organisational skills

No. of Placements: 1



Time Auction
www.timeauction.org
CMC

Time Auction is a registered charity that encourages volunteerism with inspiring experiences. By volunteering to any charity, one can earn unique access to their passions - from learning to cook from Michelin-starred chefs to dining with inspiring entrepreneurs. Founded in 2014, 30,000+ volunteer hours were raised featuring iconic leaders like John Tsang, Allan Zeman, Ray Chan (Founder of 9GAG), Ben Sir etc.

Location: Causeway Bay, Hong Kong

Topic/Post: Operation and Content Marketing Intern

Internship Description:

- To lead the "Customer Happiness" function by maintaining good relationships with volunteers and mentors, responding to their queries and requests promptly
- To outreach and liaise with schools / NGOs / government departments and other community stakeholders in programme implementation
- To draft newsletters, blog posts and videos (using our template) and manage our social media
- To assist and support the implementation of our events
- To assist the Programme Manager and Chief Executive with any other day-to-day duties, such as diary management and general administration

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed

No. of Placements: 1



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: Mong Kok, Hong Kong

Topic/Post: Student Assistant

Internship Description:

- To assist in communications deliverables, including management of social media platforms, write up for external communication materials, design infographic and publicity
- To assist in business meeting and presentation preparation
- To assist in product development and operation including logistic support and market research
- To assist in data analysis and reporting system

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Passionate about environmental related topics
- Proactive and outgoing
- Enjoy working in startup environment

No. of Placements: 2



Save the Children
savethechildren.org.hk
CMC

When disaster strikes around the world, Save the Children is there to save lives with food, medical care and education and remains to help communities rebuild through long-term recovery programmes. As quickly and as effectively as Save the Children responds to tsunamis and civil conflict, it works to resolve the ongoing struggles children face every day – poverty, hunger, illiteracy and disease – and replaces them with hope for the future.

Location: Sai Wan, Hong Kong

Topic/Post: Event Management and Donor Services

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Lots of initiatives and with a can-do and adaptable attitude
- Committed to resolving contemporary child rights issue, aiming to help children to attain the right of survival, protection and development

No. of Placements: 1



Business Environment Council
www.bec.org.hk
CSR

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, Hong Kong

Topic/Post: Improving Data Transparency in Buildings Energy Performance

Internship Description:

- To assist in performing background research on overseas reporting, disclosure and benchmarking systems in Hong Kong and other countries/cities
- To assist in workshops, interviews and engagement with relevant stakeholders to understand and address barriers
- To assist in synthesising research and workshop findings to develop recommendations for businesses and for the government

Special Requirements:

- Strong interpersonal and communication skills
- Critical thinking is desirable

No. of Placements: 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.

Location: Causeway Bay, Hong Kong

Topic/Post: Corporate Social Responsibility (CSR)

Internship Description:

- To assist in organising CSR events e.g. communication with NGOs, logistics, internal communications
- To assist in generating new ideas for CSR, including how to better promote the events, brainstorming new ideas to raise funds
- To assist in internal communications including Pulse TV, internal social media platform, Weekly Wrap Up etc.
- To assist in administrative work

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed

No. of Placements: 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: Wan Chai, Hong Kong

Topic/Post: Summer Student Internship

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 locally and globally
- To assist in business development, including products and services marketing and market intelligence gatherings
- To assist in company conferences and events

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Passionate in corporate responsibility, climate and sustainability issues
- Self-motivated
- Ability to work independently and under pressure
- Willing to be a team player
- Previous internship experience in environmental discipline is a plus

No. of Placements: 1



HandsOn
HONG KONG

HandsOn Hong Kong
www.handsonhongkong.org
CSR

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

Location: Cheung Sha Wan, Hong Kong

Topic/Post: Programme Intern

Internship Description:

- To support the community engagement team in bespoke corporate programmes and fundraising events
- To provide support for several major HandsOn Hong Kong (HOHK) events / fundraising initiatives specifically 'Hike for Hong Kong', 'Drink for Good' and 'Sideways 24 Hour Race'
- To manage communications with event participants including invitations, confirmations and reminders
- To support the community engagement team on an ad-hoc basis including drafting Impact Reports, writing up meeting notes and updating outcome sheets, developing and managing HOHK database of corporate contacts
- To drive planning and logistical arrangements for corporate volunteer programmes including applying for permits, booking coaches and preparing activity rundowns

Special Requirements:

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

No. of Placements: 2



Mint Asia Ltd
www.mint-asia.com
CSR

Mint Asia is a consultancy of online and offline services.

Location: Kwun Tong, Hong Kong

Topic/Post: Corporate Social Responsibility (CSR) Service Strategic Development

Internship Description:

- To execute the CSR programme with a focus on further development and expansion
- To conduct CSR programme design, development, review and involve employees in the process
- To collect information for programme development and track measurements regularly
- To compile and publish a CSR report

Special Requirements:

- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills

No. of Placements: 2



MTR Corporation
www.mtr.com.hk
 CSR

MTR Corporation is one of the world's leading railway operators for safety, reliability, customer service and cost efficiency. The Corporation operates responsibly and offers railway services carrying 5.8 million passenger trips on a normal week day.

Location: Kowloon Bay, Hong Kong

Topic/Post: Support the Design and Execution of 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 in the recruitment and promotion of the flagship programme for secondary school students, STEM Challenge
- To assist in designing messages to better communicate MTR Corporation's corporate responsibility initiatives
- To assist in exploring opportunities to drive university engagement

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 1



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 organise and plan community activities and to assist the launching of PCCW-HKT Annual Volunteer Award Ceremony
- To assist in the preparation of Environmental, Social and Governance (ESG) Report and ESG related issues for the Company
- To prepare Corporate Social Responsibility (CSR) news for staff newsletter, update the intranet portal and company website

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Genuine interest in developing an understanding of CSR and ESG
- Prior editorial experience e.g. writing and proof-reading is a plus
- Excellent service attitude and attentive to details

No. of Placements: 1



Public Bank
www.publicbank.com.hk/en/home
CSR

Public Bank (Hong Kong) Limited is a commercial bank registered under the Banking Ordinance of Hong Kong and HKMA. It provides a comprehensive range of retail and commercial banking services and is committed to serve its customers in Hong Kong and China.

Location: Central, Hong Kong

Topic/Post: Corporate Social Responsibility (CSR) Initiatives

Internship Description:

- To conduct researches for the CSR initiatives in the banking industry
- To propose appropriate CSR initiatives for the Group
- To assist in the implementation of CSR initiatives
- To work closely with NGOs and Public Bank Group volunteer team to launch CSR activities
- To handle documentations for the department

Special Requirements:

- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 3



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

SACOM is a non-government organisation 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: Mong Kok, Hong Kong

Topic/Post: Global Supply Chain Compliance

Internship Description:

- To assist in researches on the global supply chain and social compliance of multinational corporations and brands in China
- To support and initiate ideas on media and social campaigns against code of conduct violations on labour rights
- To assist in organising of public education programmes and promoting student networks
- To assist in daily office operation

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese or Putonghua are preferred; other students are also welcomed

No. of Placements: 3



Alaya Consulting Limited
www.alayaconsulting.com.hk
 CSR

Alaya Consulting is a specialist consultancy focusing on Environmental, Social and Governance (ESG) Reporting. We are Global Reporting Initiative (GRI) Certified Training Partner and Data Partner.

Location: Sha Tin, Hong Kong

Topic/Post: Sustainability Research and ESG Reporting

Internship Description:

- To assist in researching the sustainability and Environmental, Social and Governance (ESG) reports
- To assist in preparing content for the projects
- To assist in event organisation

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 3



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, Hong Kong

Topic/Post: Projects on Green Office Awards and Fundraising

Internship Description:

- To conduct “work-shadowing” in Green Office Audit
- To compose reports on audit research results of Green Office Awards Labeling Scheme (GOALS) and to prepare on GOALS Ceremony of Spring Term
- To assist in organising the award ceremonies, seminars and workshops
- To assist in preparing events and activities

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 4



Civic Party
www.civicparty.hk
CSS

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: District Work Internship

Internship Description:

- To assist in strategic planning for community development
- To assist in the preparation and implementation of community events
- To assist in developing new promotional materials
- To assist in handling of public complaints, enquiries and comments
- To provide logistical support and clerical support

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 4



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 Hong Kong. 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, Hong Kong

Topic/Post: Reaching Out to Female Sex Workers

Internship Description:

- To assist in outreach and online programme for female sex workers
- To assist in centre-based service delivery and educational programmes
- To assist in data input

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Open-minded and respect for sex workers
- Available for out-of-hours work

No. of Placements: 2



ChickenSoup Foundation Limited
www.chickensoupfoundation.org
CSS

ChickenSoup Foundation (CSF) is a grassroots philanthropic organisation, with a mission to empower the most vulnerable children and youth with opportunities of their passion and talent, while restoring hopefulness for their families.

Post A

Location: Wan Chai, Hong Kong

Topic/Post: Medical Services Program

Internship Description:

- To assist in book keeping and record tracking of families which benefit from the project
- To assist in carrying out due diligence and table research on both beneficiaries as well as service providers
- To assist in writing reports and data analysis for the projects from time to time throughout the internship

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Passionate about philanthropic work and learning
- Responsible, detail-minded and self-motivated

No. of Placements: 1

Post B

Location: Wan Chai, Hong Kong

Topic/Post: Educational Toy Libraries to Underprivileged Students

Internship Description:

- To assist in all logistics in setting up a toy library, including cataloguing donation items, numbering donation records etc.
- To support in managing libraries in different centers, including maintaining statistical and financial records
- To support in community research to ensure that library services meet the needs of users and make improvements to accessibility of the library

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Passionate about philanthropic work and learning
- Responsible, detail-minded and self-motivated

No. of Placements: 1

Post C

Location: Wan Chai, Hong Kong

Topic/Post: External Communications and Branding

Internship Description:

- To support the maintenance of all digital channels including company website, digital platform, forum, e-newsletter, etc
- To assist in copywriting marketing content for various social media channels and other relevant media formats
- To analyse social media campaigns with tracking systems to gather visitor data and determine efficacy and areas for social media campaign improvement

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Passionate about philanthropic work and learning
- Responsible, detail-minded and self-motivated

No. of Placements: 1



Chopsticks Company Limited
www.chopsticks-co.com
CSS

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 organisation, you will work with the founding members.

Location: San Po Kong, 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 in bazaars and markets
- To assist in preparing marketing materials

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 2



I have changed my lifestyle through working with Chopsticks. The passion and stories behind each organic and fair-trade product have inspired me. Fair-trade is not only about a printed logo. I also gained the opportunities of organising events. Even after the internship, I still want to devote my leisure time in this field.

Kani Au (BSocSc)
Chopsticks Company Limited



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

Concerted Efforts Resource Centre established and registered as a charitable organisation 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: Summer Youth Programme - Project Assistant

Internship Description:

- To assist programme pre-production, operation and post-production
- To assist in organising the military summer camp
- To assist in preparing materials for marketing and publicity, and delivering them to public
- To assist with administrative tasks and ad-hoc projects

Special Requirements:

- Fluency in Cantonese and Putonghua
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 3

endPoverty.org

Transforming lives through microenterprise

End Poverty
endpoverty.org
CSS

End Poverty is a nonprofit organisation 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: Central, Hong Kong

Topic/Post: End Poverty Intern

Internship Description:

- To assist in researching, developing and writing new projects to be piloted in Endpoverty or with one of its local partners in developing countries. This will involve analysing, summarising and reporting on data from field reports
- To assist in improving End Poverty's online presence by writing stories, blog and social media posts, articles and other promotional materials to communicate End Poverty's story to its supporters
- To assist in End Poverty's marketing and communication by developing visual content such as photo and / or video editing, design pieces, iconography and / or animations
- To research the most relevant studies on topics of interest for End Poverty (e.g. microenterprise, international development, poverty, faith-based poverty alleviation, etc.) and write research briefs to be published on Endpoverty website

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Independent, driven, goal-oriented and interested in learning about poverty alleviation

No. of Placements: 3



Empower U

Empower U
www.dwep.org
CSS

Empower U (formerly known as DWEP) aims to empower the domestic workers with a positive state of well-being, so that they can maintain a safe, healthy, mind enriching, and rewarding life during their time in Hong Kong and beyond. Moreover, university students will advocate and promote cultural understanding, inclusion and respect for domestic workers in Hong Kong. The ultimate aim of the organisation is to create a positive image for domestic workers, their family and their employers.

Location: Shek Tong Shui, Hong Kong

Topic/Post: Domestic Workers: Cultural Understanding Education, Advocacy and Research

Internship Description:

- To take a leadership role in the organisation of activities (Faculty / Department) for the domestic workers
- To enhance understanding on domestic workers and their culture through direct interaction
- To become HKU student cultural ambassadors for domestic workers
- To promote cultural understanding, respect and appreciation of domestic workers in Hong Kong, formulate new policies to uplift the morals and lives of the domestic workers and eliminate social injustices and discrimination
- To come up with an inspiring documentary and videos about life stories of domestic workers and students; and conduct research or knowledge exchange projects for community empowerment

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Speaking / understanding Bahasa or Filipino is a plus
- Sociable and willing to understand the culture of domestic workers

No. of Placements: 4



Ever Green Association
hk-evergreen.org
CSS

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

Location: Wan Chai, Hong Kong

Topic/Post: Ugly Food Promotion

Internship Description:

- To assist in the logistics and arranging the food recycling projects
- To assist in promotion of ugly food to the community and other events
- To devise creative solutions for recycling degrading fruits and vegetables

Special Requirements:

- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Fair Employment Foundation
www.fairfoundation.org.hk
 CSS

Fair Employment Foundation's mission is to build market solutions to end the forced labour of migrant workers in Asia. Since 2014, we have placed 2700+ migrant workers in jobs without placement fees, helping avoid 4.1 mil USD in recruitment debt.

Location: Sheung Wan, Hong Kong

Topic/Post: Migrant Workers Initiatives

Internship Description:

- To assist in corporate and public engagement: engaging corporate and the public on ethical hiring and managing of migrant workers
- To assist in worker care and outreach such as assisting migrant workers to access FEF initiatives
- To assist in business and eco-system research: compiling relevant information on the migrant worker recruitment system
- To assist in communications and content creation: designing and producing materials and social media content for FEF and initiatives

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- A team player with belief in social change through business means and an ethical approach to labour migration
- Understanding the initiatives of FEF

No. of Placements: 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, Hong Kong

Topic/Post: Office and Programme Support Intern

Internship Description:

- To provide support for the Food Drives, School Events and Food Sorting and Packing Sessions and lead weekly volunteer briefings and tours
- To translate a variety of materials, e.g. newsletters, promotion materials and manuals, etc.
- To manage incoming calls and ensure phone messages are relayed to appropriate staff member and answer the door and greet all visitors and volunteers to the Feeding Hong Kong office
- To maintain and enter information into databases
- To work alongside our office team to ensure the smooth running of our daily operations and support with other ad-hoc tasks as required

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- A good team player
- Able to interact with a range of different people confidently and pleasantly
- Work unsupervised and organise a demanding workload

No. of Placements: 1

Post B

Location: Yau Tong, Hong Kong

Topic/Post: Event and Programme Support Intern

Internship Description:

- To provide support for the Annual Volunteer Gathering in November, e.g. creating and editing award presentation videos, preparing promotion materials, finding sponsors for the events, etc.
- To translate a variety of materials, e.g. newsletters, promotion and materials etc
- To coordinate Feeding Hong Kong's volunteer programmes on Tuesday and Thursday evenings. Set up venue and prepare materials for evening activities, and ensure tidiness and hygiene standards as required
- To be an FHK ambassador and help raise awareness of our work through talking to volunteers and visitors. Support with other ad-hoc duties as required

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- A good team player
- Able to interact with a range of different people confidently and pleasantly

No. of Placements: 1

Post C

Location: Yau Tong, Hong Kong

Topic/Post: Charity Outreach Support Intern

Internship Description:

- To plan and perform annual charity survey to review and reflect upon the past service of Feeding Hong Kong on food assistance to every organisation with a view to achieve better service quality for future operations
- To assist Charity Manager to visit and interview our charity partners, liaise with FHK charity network, build and maintain good relationship
- To draft and prepare the annual charity reports and make reasonable suggestions and recommendations according to the result

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Able to interact with a range of different people confidently and pleasantly
- Able to communicate effectively in a professional manner
- Be flexible, positive and hardworking
- Adopt a can-do attitude and display initiative and problem solving skills

No. of Placements: 2



Food Angel
www.foodangel.org.hk
CSS

Food Angel is a food rescue and food assistance programme launched by Bo Charity Foundation with the mission of "WASTE NOT, HUNGER NOT, WITH LOVE." The programme 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, Hong Kong

Topic/Post: Community Centre Programme Assistant

Internship Description:

- To help 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 service for the elderly

Special Requirements:

- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 2



Hok Yau Club
www.hyc.org.hk
CSS

Please refer to the official website for details

Location: Sham Shui Po, Hong Kong

Topic/Post: Navigator Scheme 2019

Internship Description:

- To provide remarkable experiences for the DSE students during summer
- To assist in the preparation work and the on day duties of different indoor and outdoor events
- To assist in event organising, logistic management and also the volunteer management will be experienced
- To assist in the evaluation process of the scheme

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese

No. of Placements: 1



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

Hong Kong Church Network for the Poor aims to mobilise and empower 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 Hong Kong.

Location: Shek Kip Mei, 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 our Youth Upward Mobility Programme and Child Development Fund Programme for alleviating inter-generational poverty
- To assist in other ad-hoc tasks

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Care for the poor in Hong Kong
- Want to make a difference

No. of Placements: 3



Hong Kong Committee for UNICEF
www.unicef.org.hk
CSS

The Hong Kong Committee for UNICEF (UNICEF HK) was founded in 1986 and was established as an independent local non-governmental organisation to raise funds and advocate for children's rights. We are recruiting high caliber individuals who want to make a real and lasting difference in the lives of children to support social corporate responsibility development, and youth engagement projects of the organisation.

Location: Causeway Bay, Hong Kong

Topic/Post: Youth Engagement Projects

Internship Description:

- To assist in preparation, execution and evaluation of the youth programmes
- To assist in managing promotional channels and creating content
- To assist in other ad-hoc tasks as required

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 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 mobilising people to serve voluntarily for the cause of humanity.

Location: West Kowloon, Hong Kong

Topic/Post: Planning and Service Development

Internship Description:

- To consolidate the partnership lists of different departments for RSI analysis
- To provide administrative support in meetings and workshops
- To assist in data processing and analysis if necessary

No. of Placements: 1



Hong Kong Women Workers' Association
www.hkwwa.org.hk
CSS

Hong Kong Women Workers' Association (HKWWA) was founded in 1989. HKWWA is composed of women workers, social workers and concern academics. Our aim is to support women to tackle their problems, to develop awareness among women workers of their needs, difficulties, skills and contribution to society. We also nurture the support network and develop the awareness among women workers about their own resources, strengths, qualities and contribution to society.

Location: Kwun Tong, Hong Kong

Topic/Post: Community Economy for Family Carers

Internship Description:

- To assist in networking family carers in community
- To assist in conducting research on the needs of family carers
- To assist in delivering service and organising activities for family carers

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese is preferred; other students are also welcomed

No. of Placements: 2



Inter Cultural Education
www.icehongkong.com
CSS

ICE is committed to delivering quality learning experience to youth in Hong Kong by connecting them to our international community through workshops, camps and learning trips. The interaction between locals and internationals makes students more proactive in learning and proficient in intercultural communication.

Location: Kwun Tong, Hong Kong

Topic/Post: Project Development and Management Intern

Internship Description:

- To prepare, coordinate and execute training workshops and events with our Programme Manager
- To assist in developing theme and creating materials (e.g. airport theme, travelers theme, etc) for school projects with Programme Manager to attract students to become global citizens
- To assist in preparing, coordinating and executing projects (in school / outdoor) such as training sessions and workshops related to refugee and ethnic minorities in Hong Kong

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 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, Hong Kong

Topic/Post: General Internship Programme

Internship Description:

- To plan, execute and manage various activities which promote educational, cultural and social development in rural China
- To assist in developing new programme in Hong Kong and in writing proposals and other external communication products
- To assist in promotion, fundraising and community education programmes
- To communicate with donors, volunteers and members of IRD
- To support the project team by providing administrative assistance and conducting desktop research

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Responsible, well organised
- An interest in the non-profit sector is a plus

No. of Placements: 2



Joyful (Mental Health) Foundation
www.jmhf.org
CSS

Joyful (Mental Health) Foundation is a registered non-profit-making charitable organisation 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, Hong Kong

Topic/Post: Education and Services Team

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:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Ability to work effectively as a team member and with minimal supervision
- Willing to learn and engage in ad-hoc challenges

No. of Placements: 3



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, ethnic minorities and English speaking backgrounds.

Location: Central, Hong Kong

Topic/Post: Communications and Development Intern

Internship Description:

- To assist in the coordination of fundraising events and joint promotion activities
- To assist in managing databases and maintenance for campaign activities
- To assist in preparing marketing communications materials (e.g. copy writing, graphic design, etc.)
- To assist in managing social media channels and social media development
- To collect market intelligence, research and prepare reports

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Self-initiated and organised
- Creative

No. of Placements: 1



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

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

Location: Cheung Sha Wan, Hong Kong

Topic/Post: Project Assistant

Internship Description:

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

Special Requirements:

- Responsible and sociable
- Creative and passionate in education / social enterprise

No. of Placements: 2



Lung Fu Shan Environmental Education Centre
lungfushan.hku.hk
CSS

Lung Fu Shan Environmental Education Centre (LFSEEC) was jointly established in 2008 by the Environmental Protection Department and The University of Hong Kong. Our revitalized historic centre supports nature exploration through exhibitions, ecological tours and green workshops. Through partnerships with universities, government and the wider community, we provide public experiential environmental education to build a community living sustainably and harmoniously with nature.

Location: Mid-Levels, Hong Kong

Topic/Post: Bringing Environmental Education to Local Communities

Internship Description:

- To assist in developing educational and environmental seminars
- To assist in centre exhibition research and preparation work
- To design new outreach-friendly workshops to share environmental messages with local communities
- To assist with facilitating environmental education events and activities
- Other ad-hoc tasks as required

Special Requirements:

- Fluency in Cantonese
- Strong interpersonal and communication skills
- Environmentally aware and physically active
- Knowledge in photography and videography is a plus

No. of Placements: 3



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, Hong Kong

Topic/Post: Programme Management Intern

Internship Description:

- To involve in Hong Kong Jockey Club Community Project Grant: Make a Difference School, Jockey Club Make a Difference Social Lab, Community Record Company 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:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Have a keen interest in arts, culture and social innovation
- Well-organised, self-motivated, and willing to help on tedious tasks

No. of Placements: 3



Operation Blessing
www.obhk.org
CSS

Operation Blessing is the humanitarian department of Christian Broadcasting Network (CBN). Our headquarter is located at Virginia, USA. With a 31 year history, we are working in 98 countries providing relief effort serving more than 193 billion people.

Location: Kwai Chung, Hong Kong

Topic/Post: "Love • Walk Together" - Early Intervention Caring Programme for Autistic Families

Internship Description:

- To assist in conducting family relationship building activities, such as gathering and outing for the beneficiary families, in order to make room for relationship building among family members and establishing support networks
- To assist in conducting community awareness and education programmes, such as SEN seminars and sharing sessions, special school visits and interactive workshops, SEN talks, parents' sharing sessions, joint family workshops and exhibitions
- To assist in promoting the programme via various means such as online promotion, roving exhibitions, bazaars and carnivals
- To assist in content development, translation, editing, copywriting, typesetting, data collecting, video and photo shooting
- To assist in collecting data and conducting research on related government policies, academic researches, social resources and project outcomes

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Christians are preferred
- Proposals/ initiatives from students in making contribution to the programme by fully utilising their skills and talents are also welcomed

No. of Placements: 2



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, Hong Kong

Topic/Post: Mother Protection Programme

Internship Description:

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

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Female preferred (Work in women shelter)
- Speaking in Bahasa Indonesian / Tagalog / Thai / Nepali / Bengali is a plus

No. of Placements: 2



Playright Children's Play Association
– HSBC Playright Playscope
www.playright.org.hk / www.playscope.org.hk
CSS

Playright is the voice of children concerning their right to play. We believe that play unlocks the full potential of our children and is a vital part of childhood that will enrich the future for them. Through action, research and publicity covering four related areas - Advocacy, Play Resources, Play Outreach and Play Environments - we are helping to unlock the full potential of children in Hong Kong and elsewhere in Asia.

Location: Tai Po, Hong Kong

Topic/Post: Play Facilitator

Internship Description:

- To assist in play programme to facilitate child-centered play
- To assist in small play projects and also take the role to plan and execute the planned programmes
- To demonstrate the essence of play according to "Playwork principles" to the parents and public
- To assist in programme planning and play environment designing under supervision
- To assist in Play outreach services which include setting up the play space in designated areas, monitoring the play space during the events and also the cleaning up after the events

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Regular opening hours of Playscope are from Tuesdays to Sundays on roster basis
- Different report duty time for different outreach programmes

No. of Placements: 4



Policy for Sustainability Lab
www.socsc.hku.hk/psl/laichiwo/en
 CSS

Policy for Sustainability Lab (PSL) is an initiative of the Faculty of Social Sciences at The University of Hong Kong to contribute to the attainment of sustainability through forging evidence-based and innovative solutions to inform policy deliberation.

Location: Pokfulam, Hong Kong

Topic/Post: Innovation for Community Revitalisation

Internship Description:

- To assist in the development of social innovations for the learning of rural sustainability through desktop and on-site research, idea incubation with end-users and project implementation
- To assist the preparation of Sustainability Hackathons and Rural in Action Start-up Scheme
- To assist general programme administration of the Academy
- To conduct literature review and assist in data collection / analysis for Policy for Sustainability Lab research

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Knowledge/experience in the design and application of Augmented Reality, Virtual Reality or Artificial Intelligent technologies
- Physically fit for outdoor fieldwork
- Experience in facilitating workshops or design camps

No. of Placements: 4



Resolve Foundation
www.resolvehk.org
 CSS

We envision an inclusive Hong Kong where every voice has a say in its future and every person has the power to bring positive change to their community. We provide fellowships to emerging leaders from marginalised and underrepresented communities to empower them to be change-makers and social catalysts.

Location: Sheung Wan, Hong Kong

Topic/Post: Human Rights Education Internship Programme

Internship Description:

- To assist in the coordination, implementation and evaluation of activities related to the execution of the social justice fellowship, alumni outreach and community outreach programmatic activities
- To keep abreast with relevant policy developments in Hong Kong / deliberations in the public eye, assisting in scouting opportunities for fellows and alumni and communicating with them about opportunities for engagement
- To conduct literature reviews on different elements of community empowerment and human rights education theory and do research to track and take stock of best practice in human rights education programmes in other country contexts
- To support organisation-wide activities, such as planning and strategic meetings, represent Resolve externally where appropriate, participate in team meetings and staff-wide functions and events

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed
- Ability to bring own laptop for the internship
- Work on Sundays from time to time (Time off on weekday is given as compensation)

No. of Placements: 1



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: Lai Chi Kok, Hong Kong

Topic/Post: Urban Farming Social Enterprise

Internship Description:

- To support in the planning and execution of our urban farming services, namely farm set-ups, farm maintenance and workshops / events in Urban Farm and Project Management
- To support in event / workshop design and implementation to create awareness and inspire interest and action among participants to start urban farming
- To conduct in-depth analyses of new and existing clients to inform our business development strategy
- To assist in preparation of promotional materials, social media content, curriculum materials, etc.

Special Requirements:

- Fluency in Cantonese
- Strong interpersonal and communication skills
- Self-starter
- Attentive to details
- Enjoy working outdoors at our rooftop farms
- Team player and independent

No. of Placements: 3



Sarjan Charity Foundation
www.sarjanguroup.org
CSS

Sarjan Charity Foundation (SCF), founded 5 years ago, is the humanitarian hand of Sarjan Group. It aims to lend a hand to the needy in Hong Kong and India both. SCF has come to a long way, not only in terms of execution of charitable activities but also covering increasing number of people benefitted in both countries. The Foundation launched different campaigns to help the needy, for example "Books For Purpose" for the underprivileged kids, "Foot for Life"- helping handicapped people etc.

Location: Hung Hom, Hong Kong

Topic/Post: Summer Intern

Internship Description:

- To involve with underprivileged section of the society both in India and in Hong Kong on education programmes for underprivileged, minority, blind students
- To organise camps for handicapped people and provide them with artificial limb fitments, organising food drives and raising awareness, and many other activities
- To coordinate with other charity officials and government officials
- To brainstorm and execute new projects

Special Requirement:

- Flexible working hours but not exceeding eight hours per day and five days a week

No. of Placements: 2



Save the Children
救 助 兒 童 會

Save the Children
savethechildren.org.hk
CSS

When disaster strikes around the world, Save the Children is there to save lives with food, medical care and education and remains to help communities rebuild through long-term recovery programmes. As quickly and as effectively as Save the Children responds to tsunamis and civil conflict, it works to resolve the ongoing struggles children face every day – poverty, hunger, illiteracy and disease – and replaces them with hope for the future.

Location: Sai Wan, Hong Kong

Topic/Post: Domestic Children Programme

Internship Description:

- To assist in development of materials for activities in domestic programmes
- To assist in implementing domestic programmes related to different child rights issues
- To provide administrative support to related research and campaigns

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Lots of initiatives and with a can-do and adaptable attitude
- Committed in resolving contemporary child rights issue, aiming to help children to attain the right to survival, protection and development

No. of Placements: 2



香港社會服務聯會
The Hong Kong Council of Social Service

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: Pathways to Local Market in Hong Kong

Internship Description:

- To assist in planning and designing a series of local market in different districts
- To assist in planning and implementing a series of workshops for enhancing the capacity of different local market organisers and vendors
- To assist in communicating with government officials and District Council in advocating for policy change in related to local market

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 2



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 organisation. The Federation has been providing opportunities and facilities for the social, educational, cultural and physical development of young people. The Federation is committed to setting up a youth membership network, while continuing to provide quality services that address the issues and concerns of young people's problems and by promoting healthy all-round development.

Location: Wong Chuk Hang, Hong Kong

Topic/Post: Social Innovation and Youth Entrepreneurship

Internship Description:

- To organise 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 promote events for publicity

Special Requirements:

- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred; other students are also welcomed
- Ready for a tough and exciting journey
- Outgoing and creative with lots of ideas
- Understanding on the entrepreneurship in Hong Kong is a plus

No. of Placements: 4



TREATS
www.treats.org.hk
CSS

Established since 1979 and a registered charitable organisation 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

Internship Description:

- To assist in the execution and facilitation of social inclusion programme
- To assist in research of related social inclusion statistics and information
- To assist in event preparation and execution to promote social inclusion

Special Requirements:

- Fluency in Cantonese
- Strong interpersonal and communication skills
- Willing to interact with special needs children

No. of Placements: 1



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

The Independent Living Program (ILP) was started by the Yang Memorial Methodist Social Service in 1983 as a pilot project for mentally handicapped adults. To continue the success of the ILP, a Bradbury Day Activity Centre was opened in October, 1992. It provides systematic, comprehensive and long term training aiming to enable the service users become more independent, to develop their potential and integrate them in the society.

Location: Yau Ma Tei, Hong Kong

Topic/Post: Summer Internship

Internship Description:

- To assist in providing daily care services to mentally handicapped persons with aged 15 or above
- To deliver related trainings and activities assistance
- To plan and provide group or training activities

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese

No. of Placements: 2



Amity Foundation, Hong Kong
www.amityfoundation.org
 CSS

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

Location: Jordan, Hong Kong

Topic/Post: Summer Intern

Internship Description:

- To assist in summer educational activities organised by Amity Hong Kong
- To assist in social marketing for Amity's development work in China and around the world
- To assist in data input and analysis for communication and advocacy

Special Requirements:

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

No. of Placements: 1



Asia Monitor Resource Centre
www.amrc.org.hk
RPA

AMRC is an independent NGO that focuses on Asian labour concerns. It works to support a democratic and independent labour movement in Asia, promoting the respect of labour rights, gender equality, and workers' participation on work related issues.

Location: Mong Kok, Hong Kong

Topic/Post: Supporting Labour in Asia

Internship Description:

- To assist in info compilation and research in one or more of the following areas: social protection for marginalised workers; labour and gender; capital mobility and occupational and environmental health and safety, at country or regional level in Asia
- To assist in organising events in one or more of the areas aforesaid
- To assist in database building and operation in one or more of the areas aforesaid
- To assist in campaign and advocacy on issues / cases of labour concern at national and regional level
- To partake in daily office routines including clerical duties

Special Requirements:

- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Interested in labour issues / activism in Asia
- Non-local students are welcomed

No. of Placements: 2



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

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 organisation for the Asia Pacific and Middle East (APME) regions.

Location: Jordan, Hong Kong

Topic/Post: Forced Migration in Asia Pacific and Middle East region

Internship Description:

- To assist in doing research and other paper works that contribute to the advocacy and campaign of migrants for decent work and addressing the root causes of forced migration
- To assist in strengthening migrant movements in Hong Kong vital in pushing for policy reforms that can uphold the rights and dignity of migrants
- To assist in other ad-hoc duties / tasks assigned by supervisors

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 3



Asian Academy of Family Therapy
www.acafamilytherapy.org
RPA

AAFT is a non-profit organisation of leading family therapy educators, clinicians, policy makers, researchers, and social scientists committed to enhancing systemic thinking and practice of family therapy.

Location: Sai Ying Pun, Hong Kong

Topic/Post: Research and Administration Support

Internship Description:

- To assist in daily office administration including reception and answering phone inquiries
- To assist in course promotion and data entry on student enrollment
- To assist in data collection on biofeedback assessment measurement and to do videotape transcription of the research project
- To provide office support of the training courses

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Association Concerning Sexual Violence Against Women
www.rainlily.org.hk
RPA

Association Concerning Sexual Violence Against Women (ACSVAW) is a non-government charitable organisation that works to raise awareness of sexual violence against women and promotes a gender equal environment. ACSVAW advocates for both the government and the community to provide adequate support to victims, to defend their rights and restore their lives with confidence and dignity.

Location: Ho Man Tin, Hong Kong

Topic/Post: Advocacy on 'Image-based Sexual Violence'

Internship Description:

- To assist in survey which collects personal experience
- To assist in online campaign that helps raise public awareness concerning 'image-based sexual violence'
- To assist in research about overseas campaigns
- To assist in educational programmes in universities

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 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: Summer Internship Programme

Internship Description:

- To conduct policy research
- To assist in organising events
- To participate in community work
- To support the implementation of community services at the district level

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 4



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

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: Employment Law Embassadors

Internship Description:

- To assist in analysing the statutes and case laws on employment rights
- To assist in promoting knowledge of employment law among the public, employers and employees alike
- To assist in the updating of employment law booklet

Special Requirements:

- Strong interpersonal and communication skills
- Genuine interest in employment law

No. of Placements: 4



China Human Rights Lawyers Concern Group
chrlawyers.hk
RPA

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: Yau Ma Tei, 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 campaign work, such as writing of statements and press releases
- To support the management of social media / campaigns
- To take tasks on routines for daily office operations / execution of programme activities, if schedule coincides

Special Requirements:

- Proficiency in written Chinese
- Strong interpersonal and communication skills
- Preferably having completed year 1 for the university study in either law or other disciplines of social sciences

No. of Placements: 2



Civic Exchange
www.civic-exchange.org
RPA

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

Location: Sheung Wan, Hong Kong

Topic/Post: Research, Communications and Events

Internship Description:

- To assist in Civic Exchange's research areas, such as air quality, biodiversity, climate change, walkability and urban, waste, mobility and transport, green finance, well-being and social, and water security
- To assist in communication work such as social media, e-newsletter, website, press liaison, marketing strategy, branding, copywriting and editorial, and stakeholder management
- To assist in organising events, which may include lectures, workshops, public presentations, facilitation, and special visits

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Proficiency in written Chinese and fluency in Cantonese are preferred; other students are also welcomed

No. of Placements: 2



Ever Green Association
hk-evergreen.org
RPA

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

Location: Wan Chai, Hong Kong

Topic/Post: Waste Management in Western Wholesale Market

Internship Description:

- To conduct research on the impacts of the proposed waste charging scheme to the wholesale market
- To devise solutions of proper treatment method on various kinds of waste
- To assist in promotion to different wholesalers in adopting a 'less waste' mindset

Special Requirements:

- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 1



South China Morning Post
www.scmp.com
RPA

South China Morning Post is a leading newspaper in Asia.

Location: Causeway Bay, 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 Requirement:

- Fluency in Cantonese is preferred; other students are also welcomed

No. of Placements: 1



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.

Post A

Location: North Point, Hong Kong

Topic/Post: Campaign Internship

Internship Description:

- To assist in preparing and implementing campaigns relating to current affairs
- To assist in conducting research and statistics of previous elections and various current affairs
- To assist in developing new promotional materials
- To provide logistical support and clerical support

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 4

Post B

Location: North Point, Hong Kong

Topic/Post: Internship for Office of LegCo Councillors

Internship Description:

- To assist in conducting policy researches
- To assist in handling public complaints, enquiries and comments
- To assist in the preparation and implementation of community events
- To assist in developing new promotional materials
- To provide logistical support and clerical support

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills

No. of Placements: 4



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 systems" and other major issues faced by HKSAR government.

Post A

Location: Kwai Chung, Hong Kong

Topic/Post: Researches on Education Issues

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 3

Post B

Location: Kwai Chung, Hong Kong

Topic/Post: Researches on Legal Policies

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 4

Post C

Location: Kwai Chung, Hong Kong

Topic/Post: Researches on Public Policy, Social Policy, Town Planning or Economics

Internship Description:

- To assist in conducting researches on major issues of public policy / social policy / town planning / economics / other new areas in Hong Kong
- To assist in carrying out the research, including data collection and organisation, writing and editing tasks as assigned
- To assist in liaising with stakeholders and corresponding bodies in related activities

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 4



International Care Ministries
www.caremin.com
RPA

International Care Ministries (ICM) is a charitable organisation 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: Grant Research and Writing

Internship Description:

- To seek out new grant opportunities relevant to the work of ICM and prepare potential funder reports
- To assist in writing grants by working with existing staff to develop proposals related to available grants that fit within the scope of ICMs ongoing work
- To prepare reports for foundations or companies that have already joined ICM as partners in the work of poverty alleviation and community development
- To prepare letters of inquiry for potential funders

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Strong skills in online research and tracking connections

No. of Placements: 1



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

KPMG is a global network of professional firms providing Audit, Tax and Advisory services.

Location: Causeway Bay, Hong Kong

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

Internship Description:

- To assist in conducting research on sustainability trends, best practices, local / global standards, emerging issues, etc. Topics include but do not limit to environmental regulations, human rights, supply chain and employment practices, etc.
- To assist in preparing and promoting articles and other communication materials on various sustainability topics through various channels, e.g. newspapers, website, intranet, social media (WeChat, LinkedIn), etc.
- To assist in organising events (e.g. seminar, talks, luncheon) that focus on different sustainability topics. Tasks include conducting background research, preparing communication materials, liaising with vendors and internal departments, etc.
- To assist in various administrative tasks as requested by the team

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred; other students are also welcomed
- Good research skills are preferred

No. of Placements: 2



Office of Hon Jeremy Tam Man-Ho
Member of Legislative Council
www.facebook.com/jeremytammanho
RPA

The office of Mr. Tam, who 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 handling public complaints, enquiries and comments
- To assist in planning, organising and implementing of community events

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 4



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: Either one of eight district/ supporting offices in New Territories West, Hong Kong

Topic/Post: Student Internship

Internship Description:

- To assist in conducting community events assigned
- To assist in liaising with other district council members, parties and citizens' groups
- To assist in dealing with district policy matters
- To assist in handling public enquiries
- To assist in other related duties as assigned

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Good awareness of current affairs
- Interested in project / event management

No. of Placements: 4



Save the Children
savethechildren.org.hk
RPA

When disaster strikes around the world, Save the Children is there to save lives with food, medical care and education and remains to help communities rebuild through long-term recovery programmes. As quickly and as effectively as Save the Children responds to tsunamis and civil conflict, it works to resolve the ongoing struggles children face every day – poverty, hunger, illiteracy and disease – and replaces them with hope for the future.

Location: Sai Wan, Hong Kong

Topic/Post: Advocacy Programme

Internship Description:

- To work as part of the team and provide support in researches on specific children rights issues
- To assist in producing materials related to advocacy work (e.g. policy paper and submission)
- To assist in developing partnership with various key practitioners

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Lots of initiatives and with a can-do and adaptable attitude
- Committed in resolving contemporary child rights issue, aiming to help children to attain the right to survival, protection and development

No. of Placements: 2



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 ensure 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, and research planning
- To assist in clerical tasks in the District Council's office
- To assist in programme planning and organising community services
- To assist our Councilor in preparing the documents for Council

Special Requirements:

- Knowledge in multimedia software, video editing and social media platforms
- Proficiency in written Chinese is preferred; other students are also welcomed

No. of Placements: 4



PUBLIC OPINION PROGRAMME
THE UNIVERSITY OF HONG KONG
香港大學民意研究計劃

Public Opinion Programme, HKU
www.hkupop.hku.hk
RPA

The Public Opinion Programme (POP) was established in June 1991 to collect and study public opinion on topics which could be of interest to academics, journalists, policy-makers, and the general public. As of now, POP has conducted over 1,600 surveys.

Post A

Location: Pokfulam, Hong Kong

Topic/Post: Research Team

Internship Description:

- To assist in research projects on topics which could be of interest to academics, journalists, policy-makers, and the general public
- To prepare research reports and press releases
- To carry out quality control measures on history database
- To provide support to large-scale social projects

Special Requirements:

- Proficiency in written Chinese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Fluency in Cantonese is preferred; other students are also welcomed

No. of Placements: 3

Post B

Location: Pokfulam, Hong Kong

Topic/Post: Data Analysis Team

Internship Description:

- To perform statistical analyses for a wide range of research projects
- To conduct data cleansing, data validation and result interpretation
- To perform data mining when needed
- To provide general statistical support

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 2



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

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

Post A

Location: Western District, Hong Kong

Topic/Post: Research Interns

Internship Description:

- To pair up with other intern researchers to plan the research
- To create a questionnaire for interviewing service users
- To conduct in-depth interviews and researches on the operations and services of the centre
- To prepare progress reports and final reports for the supervisor

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Self-driven and creative
- Strong sense of responsibility
- A good team player and communicator

No. of Placements: 2

Post B

Location: Western District, Hong Kong

Topic/Post: Research Intern (Social Enterprise)

Internship Description:

- To work in a team with other intern researchers to conduct in-depth research on social enterprise opportunities
- To be responsible for detailed research and analysis on business opportunities in specific industries / business
- To conduct break-even analysis on the social enterprise opportunities
- To prepare progress reports for progress meetings
- To compile and submit a complete research report with proposal on schedule

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Self-driven and creative
- Strong sense of responsibility
- A good team player and communicator
- Good research skills and English writing skills

No. of Placements: 3



Equal Opportunities Commission
www.eoc.org.hk
RPA

EOC is an independent statutory body tasked with promoting equality and eliminating discrimination. We implement the anti-discrimination legislation in Hong Kong, namely Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance and Race Discrimination Ordinance. Our vision is to create a pluralistic and inclusive society free of discrimination where there is no barrier to equal opportunities.

Location: Wong Chuk Hang, Hong Kong

Topic/Post: Advocacy, Training and Public Education for Equal Opportunities of Ethnic Minorities (EM)

Internship Description:

- To provide support for meeting stakeholders such as government departments and public bodies
- To provide policy recommendations on EM education, employment and access to service
- To assist in the preparation of training materials and to support for training activities on racial equality and cultural sensitivity
- To assist in the groundwork for engaging employers in promoting racial diversity and inclusion in the workplace

Special Requirements:

- Strong interest in equal opportunities affairs and race-related issues
- Proficiency in an EM language is a plus

No. of Placements: 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*



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, Kenya, India, Latvia, Malaysia, Myanmar, Nepal, New Zealand, Slovakia, South Korea, Taiwan, Thailand, the United States and Vietnam. Among them, there are two types of non-local internships: 1) placement-based and 2) project based / cross-disciplinary internships.

Placement-based

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

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

GLoCal Projects: project-based / cross-disciplinary projects with Department of Civil Engineering and Department of Comparative Literature



Students applying for non-local internship are reminded to check the visa application procedures carefully (including specific category of visa required, processing time, application fee, etc.). Visa application should be initiated once the internship offer is confirmed.

IMPORTANT DATES

Orientation (Compulsory)

Non-local Internships: May 29, 2019
GLoCal Projects: June 3 – 7, 2019

Internship Period

Non-local Internships: June 3 – July 26, 2019 (unless indicated by the Community Partner)
GLoCal Projects: June 10 – July 26, 2019

Presentation @ HKU (Compulsory)

Non-local Internship: July 31 – August 2, 2019* (Main Sessions); OR
August 13, 2019^ (Alternative Session 1); OR
September 3, 2019^ (Alternative Session 2 **Not available for final year students**)
GLoCal Projects: August 15, 2019

Integrated Essay Deadline

August 13, 2019

* Students will be assigned to present on one day within the period.

^ Students in Alternative Sessions may NOT be able to conduct Project Presentation as a group with students from the same Community Partner and be assessed by their own Academic Tutors.





Amity Foundation, Hong Kong
www.amityfoundation.org
CES

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

Location: Nanjing, China

Topic/Post: Home for the Elderly in Amity Philanthropy Valley

Internship Description:

- To assist in the care services for elderly clients with dementia
- To assist in organising activities for different client groups
- To assist in hospice service for needy elderly clients

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Asian Family Services
Together enriching lives

Asian Family Services
www.asianfamilyservices.nz
CES

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: Clinical Work Support

Internship Description:

- To assist in running of counselling groups for clients with gambling and / or mental health issues
- To assist in research projects related to Asian gambling in New Zealand
- To assist in phone counselling to the Asian community

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills

No. of Placements: 2



一扇窗计划
Pad for Hope

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: Chengdu, China

Topic/Post: Education Programmes for Rural Students

Internship Description:

- To assist teaching staff to design tailor-made teaching programme for rural students. The intern is expected to design teaching topics, break down topics into learning points and deliver teaching instructions for teachers
- To assist programme managers to plan summer camps for left-behind children. The intern is expected to design summer camp programmes and content and deliver them in community centers in rural parts of China
- To assist teaching staff to search on Applications (APPs) 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 (S: Science, T: Technology, E: English, A: Arts, M: Music) classes teaching instructions

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Willingness 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 Placements: 3



Hope Learning Centre

[www.facebook.com/groups/HOPE-LEARNING-CENTRE-\(ZCA\)-Kuala-lumpur-Malaysia-1783655671881003](https://www.facebook.com/groups/HOPE-LEARNING-CENTRE-(ZCA)-Kuala-lumpur-Malaysia-1783655671881003)
CES

The Hope Learning Centre is officially affiliated with the United Nations High Commissioner for Refugees (UNHCR) in Malaysia. The Hope Learning Centre mainly consists of students who are asylum-seeker and refugee children.

Location: Kuala Lumpur, Malaysia

Topic/Post: Teacher for Secondary Myanmar Refugee Students

Internship Description:

- To assist in teaching secondary students English and Mathematics
- To assist in preparing lesson plans with existing teachers
- To assist in administrating pop quiz and grading of students

No. of Placements: 1



ELG

www.chinaelg.com
CES

ELG is a social enterprise dedicated to providing high-quality special education services in Shanghai and the Greater China area. It provides the following services for children and adults at home, school or ELG campus: developmental screenings, consultations, observations, assessments, therapy, training workshops, and full-time alternative education programmes.

Location: Shanghai, China

Topic/Post: Programme Intern

Internship Description:

- To support with programme activities and assignments under the direction of the programme leaders, programme facilitators, and / or specialists
- To assist and lead group activities according to predetermined directions in order to get hands-on experience
- To assist in supervising children during assigned periods within a variety of programme environments (e.g. lunch, van, playground, room, restroom, field trips, assemblies, kitchen)
- To participate in internal training activities as well as external professional development opportunities in the community

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- Use only positive behavior techniques to ensure a physically and emotionally safe environment
- Able to accept feedback and make effort for improvement

No. of Placements: 1



Shanghai Roots & Shoots
srschina.org
CES

In 1991, world-renowned primatologist Jane Goodall started Roots & Shoots, a programme designed to educate youths about environmental issues and humanitarian values with a special focus on group interaction. Roots & Shoots unites those who hold certain values in common: love for animals, care for the community, and devotion to protecting the environment. In China, there are Roots & Shoots offices in Shanghai, Beijing and Chengdu.

Post A

Location: Shanghai, China

Topic/Post: Home of Hope

Internship Description:

- To assist in caring activities for the cancer patients in Shanghai and surrounding areas
- To assist in studying the latest information about cancer and knowledge on psychological health
- To assist in operating WeChat platform and compiling and translating its content and materials
- To communicate with patients, pharmacy, experts and hospitals for multi-level dialogue and coordination

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- Students with social work related background is a plus

No. of Placements: 1

Post B

Location: Shanghai, China

Topic/Post: KidStrong Programme

Internship Description:

- To assist in delivering programmes for children of migrant workers at migrant elementary schools around Shanghai
- To assist in programmes for those children on the importance of good nutrition and healthy habits
- To assist in other activities and events to cater migrant children's health, nutrition and education needs

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- Sporty, energetic and cheerful character
- Willing to take care children properly
- Willing to learn knowledge in hygiene

No. of Placements: 1



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

Location: Nanjing, China

Topic/Post: Public Affairs Department in Amity Philanthropy Valley

Internship Description:

- To assist in promoting the Valley's services
- To assist in the content building of the Valley's WeChat public account
- To assist in organising public campaigns and events

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



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

One World is a non-profit organisation that provides fiscal sponsorship and raises funds and awareness for grassroots organisations 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: San Francisco, 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 organisations
- To create a voiced and compelling content for our website, e-newsletter and annual newsletter
- To assist in programme, operations and accounting including assisting CEO and COO in organisation'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 utilising / updating a donor management platform

No. of Placements: 3



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

Post A

Location: Melbourne, Australia

Topic/Post: Digital Marketing

Internship Description:

- To provide weekly sales reports and analysis of Applications
- To promote Applications on social media pages
- To drive online traffic with web-related campaigns
- To manage sales campaigns on social media platforms such as Facebook, Instagram

Special Requirement:

- Strong interpersonal and communication skills

No. of Placements: 1

Post B

Location: Melbourne, Australia

Topic/Post: Graphic Designer

Internship Description:

- To develop storyboards, User Interface (UI) and character design for game demo and funding pitches
- To assist in graphic design related tasks with digital illustration and Adobe Creative Suite (Mac) skills
- To assist in other ad-hoc tasks assigned by supervisor

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Willing to work in a volunteer capacity
- Excellent time management and a can-do attitude

No. of Placements: 1

Post C

Location: Melbourne, Australia

Topic/Post: Web Developer

Internship Description:

- To create site layout / User Interface (UI) from provided design concepts by using standard HTML / CSS practices
- To design the placement and layout of website pages based on client provided content
- To develop robust and user-friendly “.NET” based web applications
- To design and create relational database schemas
- To support SQL (Structured Query Language) Server T-SQL development

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Shanghai Film Comment Society
dyplxh.sxl.cn
CMC

Shanghai Film Comment Society was established in 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: 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 platforms
- To plan, organise and execute the sharing events, promotions and exhibitions in local communities
- To prepare press invitations and releases and edit footage for video promotion
- To assist in reporting and filing of Barrier-free Film programmes for stakeholders and funding partners

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Attach a Chinese CV in application
- Enthusiastic in charity and public welfare
- Capable in organising events and activities

No. of Placements: 2

Post B

Location: 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:

- Proficiency in written Chinese
- Fluency in Putonghua
- Attach a Chinese CV in application
- Enthusiastic in charity and public welfare
- Capable in organising events and activities

No. of Placements: 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, organising and executing offline fundraising activities
- To research, develop and draft online fundraising projects in Chinese social media and main fundraising platforms
- To cooperate with nationwide social groups, international and local companies and key donors for various donation programmes
- To collect, analyse and deliver fundraising performances reports on various programmes

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- Telephone interview is required
- Outgoing, creative, flexible and communicative candidate is a plus

No. of Placements: 1

Post B

Location: Shanghai, China

Topic/Post: Public Relation and Social Media Operation

Internship Description:

- To operate different social media accounts including Wechat, Weibo, Douban, Zhihu and TikTok
- To interview, report, film nonprofits, donors, volunteers and other charity related people, stories and activities
- To plan and organise online and offline public charity activities
- To support the team in branding and marketing strategy

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



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

KPMG is a global network of professional firms providing Audit, Tax and Advisory services.

Post A

Location: Beijing, China

Topic/Post: Corporate Social Responsibility (CSR) Internship

Internship Description:

- To assist in organising local CSR events
- To assist in designing and editing posters
- To assist in designing and editing WeChat news

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- 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 Placements: 2

Post B

Location: Shanghai, China

Topic/Post: Corporate Social Responsibility (CSR) Department

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 researches on CSR, climate change, carbon trade, human rights, inclusion and diversity (IandD) 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:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Available to work on weekends (some volunteer activities will be hold during weekends)
- 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 Placements: 4



Shanghai Roots & Shoots
srschina.org
CSR

In 1991, world-renowned primatologist Jane Goodall started Roots & Shoots, a programme designed to educate youths about environmental issues and humanitarian values with a special focus on group interaction. Roots & Shoots unites those who hold certain values in common: love for animals, care for the community, and devotion to protecting the environment. In China, there are Roots & Shoots offices in Shanghai, Beijing and Chengdu.

Location: Shanghai, China

Topic/Post: ECO Office Programme

Internship Description:

- To work with world-leading corporates to raise their awareness on green office
- To assist in leading green ambassadors to explore their capacities for green campaign
- To initiate creative and funny workshops for green ambassadors
- To complete green audit reports as "consultant" for corporates on their office environment

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills

No. of Placements: 1



爱德基金会
THE AMITY FOUNDATION

Amity Foundation, Hong Kong
www.amityfoundation.org
CSS

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

Location: Nanjing, China

Topic/Post: Community-based Elderly Service Centre in Amity Philanthropy Valley

Internship Description:

- To assist in social marketing of the Centre's services
- To assist in delivering services for elderly in the communities
- To organise activities for the elderly in the communities

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 3



Asian Family Services
www.asianfamilyservices.nz
CSS

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: Asha Programme - Working with the South Asian Communities

Internship Description:

- To assist in planning of public health events in the community
- To assist in participating in community led activities to raise awareness of harmful gambling within the South Asian population groups
- To assist in organising community events within the community
- To think about ideas about how best to engage with different groups within the South Asian community

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Proficiency in a South Asian language such as Hindi is a plus
- Some understanding of South Asian culture

No. of Placements: 1



Burmese Women's Union
burmesewomensunion.org
CSS

Burmese Women's Union (BWU) is dedicated to the belief that unity and women's participation in politics, and society in whole, is essential to the building of a democratic development society. Discrimination against women causes hate, envy and is detrimental to all of society. BWU works to promote and empower women in many different areas and fields.

Location: Yangon, Myanmar

Topic/Post: Technical Programme Assistant

Internship Description:

- To assist in reporting in English
- To assist in proposal writing
- To assist in research and documentation
- To assist in translation for news articles

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Basic understanding and interest of Burma's political and women's movement is a plus

No. of Placements: 1



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: Shanghai, China

Topic/Post: Education Sponsorship Programme

Internship Description:

- To assist in Summer Camp Programme and facilitate teamwork with local volunteers during the 1-2 week camp
- To design the thanks card, invitation and booklet etc.
- To assist in taking photographs and shooting short videos
- To assist in outdoor events and interact with local / foreign people
- To assist in office administration and communications / ad-hoc tasks

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Knowledge related to public health is a plus

No. of Placements: 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 realise that all of us are "the minority". Therefore, we get everyone closer through some simple projects. By doing so, all of us will realise that "the minority" is not an excluded group; instead, it is a situation that can be reversed.

Location: Taipei, Taiwan

Topic/Post: Homeless People and Street Sellers Projects

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



Harbour Sport
www.harboursport.co.nz
CSS

Harbour Sport was established by sports organisations 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: Auckland, New Zealand

Topic/Post: Engaging Asian Community in Physical Activities

Internship Description:

- To assist in planning and organising of Asian Sports Forum, which focuses on creating a shift in mindset of what best practice for engaging with the growing Asian population will be and how to increase participation
- To assist in monitoring and evaluation of current programmes, including walking groups, sports and various events
- To assist in reviewing and updating resources

Special Requirements:

- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills

No. of Placements: 1



志愿行者
Dream Walker

DreamWalker China
dwchina.org
CSS

DreamWalker is a social purpose organisation, 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: Foshan, China

Topic/Post: Marketing / Project Management in International Voluntary Service NGO

Internship Description:

- To promote and manage international voluntary workcamps
- To manage and update the content of our social media platforms (WeChat, Facebook, etc.) and website
- To enhance the graphic design of promotional materials and website
- To organise and run events promoting global common actions, e.g. sustainability / climate change, raising peace, freedom of movement
- To carry out other administrative work

Special Requirements:

- Proficiency in written Chinese
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Strong self-motivation
- Willing to learn
- Passionate about global issues and voluntary work

No. of Placements: 2



Multicultural Youth South Australia Inc
www.mysa.com.au
CSS

Multicultural Youth South Australia Inc (MYSA) is a leading community-based, not-for-profit organisation that provides a diverse range of services and programmes to support multicultural young people and young families living in South Australia.

Location: Adelaide, Australia

Topic/Post: Services for New Arrival and Refugee Youth Clients

Internship Description:

- To assist in supporting young refugees and migrants access information, casework support and referral services
- To assist in promoting and recruiting young people to participate in MYSA's programmes and services; and to assist in developing and implementing information and educational workshops for young refugees and migrants
- To assist in answering telephones, greeting visitors and supporting them accordingly, and operating office equipment such as photocopiers
- To work in partnership with young refugees and migrants and their communities
- To advocate for the needs of young refugees and migrants

Special Requirements:

- Strong interpersonal and communication skills
- Be responsive to the needs of young refugees and migrants

No. of Placements: 2



Students applying for non-local internship are reminded to check the visa application procedures carefully (including specific category of visa required, processing time, application fee, etc.). Visa application should be initiated once the internship offer is confirmed.



Non-Profit Incubator
www.npi.org.cn
CSS

Non-Profit Incubator (NPI) is the cluster of several intermediary agencies to support the emerging third sector in China. It has worked since 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.

Post A

Location: Beijing, China

Topic/Post: Summer Internship (Beijing)

Internship Description:

- To assist in community projects
- To assist in the execution and planning of community activities
- To assist in consolidation of recent researches

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua

No. of Placements: 3

Post B

Location: Shenzhen, China

Topic/Post: Summer Internship (Shenzhen)

Internship Description:

- To assist in research for disabled in the community
- To assist in interviewing disabled people
- To assist in the evaluation of incubated projects

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua

No. of Placements: 2



Operation Blessing
www.obhk.org
CSS

Operation Blessing is the humanitarian department of Christian Broadcasting Network (CBN). Our headquarter is located at Virginia, USA. With a 31 year history, we are working in 98 countries providing relief effort serving more than 193 billion people.

Location: Beijing, China

Topic/Post: "Good Life Programme" - Poverty Alleviation Programme

Internship Description:

- To assist in implementing the project as a member of the project team
- To assist in compiling and reviewing the project reports
- To assist in promoting the programme via various means such as online promotion, roving exhibitions, bazaar and carnivals etc.
- To assist in paying visits to the beneficiary families with other project team members
- To assist in other administrative and clerical tasks

Special Requirements:

- Proficiency in written Chinese
- Fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Christians are preferred

No. of Placements: 2



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

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.

Location: Shanghai, China

Topic/Post: Grant-making and Evaluation

Internship Description:

- To assist in grant-making works, including nonprofits due diligence, site visits, writing and reviewing project reports
- To assist in evaluation works, including data collection and analysis, and partners coordination
- To assist in charity activities including public reviewing council, project workshops, panel discussions and sharing sessions
- To assist in public fundraising project feedback, financial disclosure and concluding reports

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills

No. of Placements: 1



Shanghai Roots & Shoots
srschina.org
CSS

In 1991, world-renowned primatologist Jane Goodall started Roots & Shoots, a programme designed to educate youths about environmental issues and humanitarian values with a special focus on group interaction. Roots & Shoots unites those who hold certain values in common: love for animals, care for the community, and devotion to protecting the environment. In China, there are Roots & Shoots offices in Shanghai, Beijing and Chengdu.

Post A

Location: Shanghai AND either Inner Mongolia or Ningsia, China

Topic/Post: Million Tree Project

Internship Description:

- To assist the project team to communicate with world-leading corporates, government and industries to raise the public awareness on environmental protection
- To assist the project team to receive the raw data of woodland and edit those data
- To complete research reports on woodland studies and ecology
- To have chances to lead planting team against desertification

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- Shanghai Roots & Shoots will pay for the transport and accommodations associated with any work-related travels, including airfare, ground transport, food and hotel stays

No. of Placements: 1

Post B

Location: Shanghai, China

Topic/Post: Youth for Environmental Sustainability (YES)

Internship Description:

- To work with a team of young and creative green mentors
- To recruit and work with green mentors in managing the organic farms in schools
- To assist in delivering messages and information on environment protection to teachers and students in hundred schools

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Vision Youth Leadership Development Centre
visionyouth.ca/visionyouth/vy
CSS

Vision Youth is a not-for-profit organisation and is operated entirely by volunteers. We organise the programme 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: Ontario, Canada

Topic/Post: Youth Counsellor

Internship Description:

- To develop training sessions on social issues awareness. i.e. homeless, poverty, mental illness, pre-event briefing and post-event debriefing; and to update our BLOG and issue press release for our special events
- To assist in organising and improving the fundraising soccer tournament, organising press conference, running with the logistic during the game day, brainstorming and creating new ideas to increase attendance
- To review and document our programme in detail, improve on content delivery and debriefing, identify the Performance Indicators (KPI) for each session, draft and implement overall programme policies, assist entire programme
- To assist in site visit on the topic of understanding the multiculturalism in Toronto, including Muslim Mosque, Japanese Cultural Centre, First Nation Site, Multicultural History society of Ontario
- To guide the Community Service Projects (CSP) organised by our participants. 6 to 7 participants in a group will research and identify the needs in our community. Each group will then try to perform the service to help with the issue

Special Requirement:

- Strong interpersonal and communication skills

No. of Placements: 2



ALPHA Education
www.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: Toronto, Canada

Topic/Post: Lessons from World War II History in Asia

Internship Description:

- To assist in conducting research on primary sources regarding World War II in Asia
- To assist in the organisation and management of primary and secondary sources
- To assist in the annotation of primary source materials regarding WWII in Asia
- To assist in the conduct of experiential learning activities

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge and proficiency of any Asian language is very useful but not required

No. of Placements: 2



Human Asia
eng.humanasia.org
RPA

Human Asia, founded in 2006, is non-profit public organisation with an aim to establish a regional human rights protection system, and to improve human rights in Asia. In order to achieve our goal, we carry out human rights advocacy activities and campaigns, organise field activities with humanitarian aid, and coordinate educational and training programmes to nurture young human rights activists.

Location: Seoul, South Korea

Topic/Post: Human Rights Projects on United Nations (UN), Asia Human Rights Forum, Educational Development for Refugees in India

Internship Description:

- To assist in coordination for conferences and events-international model UN Universal Periodic Review (UPR) and Asia Human Rights Forum, etc.
- To prepare and translate papers / materials, and assist in the correspondence to participants
- To assist in organising Youth Human Rights School and Youth Human Rights Club; and to support Workshop for Young Human Rights Activists, to prepare campaigns against racism, etc.
- 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 book reports and movie commentaries about human rights

Special Requirement:

- Fluency in Korean

No. of Placements: 2



Human Rights League Slovakia / Liga za ľudske prava
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 and relevant legal analysis
- To assist in updating and creating materials for social media platforms
- To assist the lawyers in interviewing clients / asylum seekers and assessment of their situation (reasons for leaving their countries, threats and dangers, integration aspirations in the host countries, etc.)

Special Requirements:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



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: Riga, Latvia

Topic/Post: Communication and Policy Research

Internship Description:

- 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:

- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



Preparing for the parliament election, hosting a talk about Hong Kong politics, participating in the political carnival were some the amazing and incredible experiences which I gained from the internship. I learned to live in Latvia as well as the practical operation of a foreign political party which is impossible to learn in Hong Kong.

Owen Yiu (BSocSc)
Kustiba Par, Latvia



Liaoning Academy of Social Sciences
www.lass.net.cn
RPA

Location: Shenyang, China

Topic/Post: Research Assistant

Internship Description:

- To assist in the primary and / or secondary data collection
- To assist in report writing for research team
- To assist in research under the disciplines of social sciences

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua

No. of Placements: 1



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: Nairobi, Kenya

Topic/Post: Innovation in East Africa Technology Sector - Lessons from China

Internship Description:

- To conduct research and write a report on how the technology sector might be regulated while still encouraging innovation, learning from policy in China
- To assist with general Sino-Africa Centre for the excellence of work
- To learn from other SACE projects we will be running at the time

Special Requirements:

- Proficiency in written Chinese
- Strong interpersonal and communication skills

No. of Placements: 2



SIFL Institute
www.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 programme of publications, conferences, and policy briefings.

Location: Shanghai, China

Topic/Post: Research Assistant

Internship Description:

- To assist in SIFL's research programmes and subjects can be chosen from urbanisation, fiscal / financial reform, urban governance, internet platform, etc.
- To assist in the whole process of SSCS (Shanghai Social Cognition Survey) programme, including field investigation, data analysis and report writing (see mp.weixin.qq.com/s/8iDCJQiJlhh1Poh9fPyfCw for reflections by interns in 2018)
- To assist in relevant work in research / data collection / conference for SIFL

Special Requirements:

- Proficiency in written Chinese
- Fluency in Putonghua
- Strong interpersonal and communication skills
- 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 Placements: 4



TRANSITIONAL
J U S T I C E
WORKING GROUP

Transitional Justice Working Group
www.tjwg.org
RPA

Transitional Justice Working Group is a Seoul-based NGO to document human rights abuses in North Korea. It aims to create advanced methods for addressing massive human rights violations and advocating justice for victims in pre- and post-transition societies.

Location: Seoul, South Korea

Topic/Post: Central Repository for Missing Persons in North Korea

Internship Description:

- To assist in legal research on international human rights law, international criminal law and transitional justice that involves analysis of international treaties and instruments related to enforced disappearance
- To assist in legal research on UN resolutions, reports and other documents, and domestic/regional quasi-judicial / judicial mechanisms for civil and criminal actions for grave human rights violations in North Korea
- To assist in writing website content related to missing persons in North Korea and international legal remedies

Special Requirement:

- Law students with legal training is a plus

No. of Placements: 1



World Information Transfer

promoting health and environmental literacy

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

World Information Transfer, Inc., (WIT) is a not-for-profit, non-governmental organisation in General Consultative Status with the United Nations, promoting environmental health and literacy. In 1987, inspired by the Chernobyl 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, USA

Topic/Post: Health, Environment and Sustainable Development

Internship Description:

- To attend and summarise relevant United Nations meetings at least twice per week. These meetings include the Economic and Social Council (ECOSOC) and their functional commissions, standing Committees of the General Assembly, etc.
- To gather information related to health, environment, sustainable development and other areas of inquiry that are deemed to be of the interns' interest
- To attend diplomatic meetings and socialising events on behalf of WIT
- To write articles / commentaries on UN issues on a regular basis for WIT webpage after the internship
- To co-author WIT's Summer Speaker Series and World Ecology Report

Special Requirements:

- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Proficiency in written Chinese is preferred; other students are also welcomed

No. of Placements: 2

IMPORTANT DATES

Orientation (Compulsory)

Non-local Internships: May 29, 2019
GLoCal Projects: June 3 – 7, 2019

Internship Period

Non-local Internships: June 3 – July 26, 2019
(unless indicated by the Community Partner)
GLoCal Projects: June 10 – July 26, 2019

Presentation @ HKU (Compulsory)

Non-local Internship: July 31 – August 2, 2019* (Main Sessions); OR
August 13, 2019^ (Alternative Session 1); OR
September 3, 2019^ (Alternative Session 2
Not available for final year students)

GLoCal Projects: August 15, 2019

Integrated Essay Deadline August 13, 2019

* Students will be assigned to present on one day within the period.

^ Students in Alternative Sessions may NOT be able to conduct Project Presentation as a group with students from the same Community Partner and be assessed by their own Academic Tutors.



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: Hung Yen Province, Vietnam

Topic/Post: Child Safety and Drowning Prevention

Internship Description:

- To assist in the design and construction of a swimming pool in the school area
- To conduct community needs assessment on child injury prevention
- To design promotional materials to promote child injury and drowning prevention
- To conduct 5 living values skills lessons for primary and secondary school students

Number of Placements for Social Sciences students: 8

*Information from previous project, please visit
<https://www.youtube.com/watch?v=3RLExZBZYiE>*



Post B

GLoCal Post-conflict Community Building (Nepal)

A pilot multi-disciplinary project with Faculty of Social Sciences, Department of Comparative Literature and Centre for Social Change

Location: Kathmandu, Nepal (with traveling to the countryside)

Topic/Post: Post-conflict Community Building

Internship Description:

- To assist Centre for Change in preparing case report on the status of migrant workers and earthquake reconstruction
- To apply needs analysis and creative writing skills to develop multi-media promotional materials
- To prepare a community presentation and photos exhibition

Number of Placements for Social Sciences students: 8

Please refer to special requirements on the next page



Post C

GLoCal Micro-Finance (India)

A pilot multi-disciplinary project with Faculty of Social Sciences, Department of Comparative Literature and Endpoverty, an international NGO with focus on Micro-finance/Enterprise

Location: Kolkata, India

Topic/Post: Access to Credit

Internship Description:

- To conduct impact assessment on a Micro-Finance project
- To create a multi-media report on the impact of Micro-Finance Project on the community
- To conduct interviews with various stakeholders on micro-finance in India

Number of Placements: 4

Post D

GLoCal Migrant Children (Thailand)

A pilot project in collaboration with Save the Children Hong Kong and Thailand

Location: Mae Sot, Thailand

Topic/Post: Migrant Children Education

Internship Description:

- To assist in the production of multi-media communication materials to document the project progress
- To assist in conducting project activities with migrant children
- To initiate ideas to support project's progress

Number of Placements: 2

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 etc.
- Interested in international development agenda, e.g. UN Sustainable Development Goals
- Compassionate about the disadvantaged group

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

Important Dates:

Pre-internship Workshop: June 3 – 7, 2019
Field Work*: June 10 – July 26, 2019
Presentation: August 15, 2019

*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 Elsa Lam at lamelsa@hku.hk.



The programme allows me to witness the rural development process of an international NGO and get to know more about their operation and management by first-person perspective. Noticing the cultural differences, I grasped that only through contextualising the mutual global aims into locally attainable goals can we mitigate the global problems (e.g. poverty) step by step sustainably. Working as a multidisciplinary team, I could also utilize my academic knowledge and sought to understand the needs and difficulties of the local community, both tangible and intangible.

Mandy Chow [BSocSc (G&L)&LLB]
GloCal Solutions, Vietnam 2018



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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