



Asian Academy of Family Therapy

www.acafamilytherapy.org
CES

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: Administration and Research Support

Internship Description:

- To assist in research data analysis
- To assist in the office administration
- To assist in course promotion and marketing

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Evening duty is required

No. of Placements: 1

**BOKSS Institute of Cognitive Development**

www.bokss.org.hk
CES

BOKSS Institute of Cognitive Development is a community college, physically located in our three districts-based Integrated Community Centre for Mental Wellness, namely, in Wanchai, Hong Kong Island East and Kwai Tsing. The Institute aims to facilitate People in Mental Health Recovery process for enhancing their personal growth and enabling different relationships via life-long learning opportunity.

Location: Wanchai, Hong Kong

Topic/Post: Institute of Cognitive Development Evaluation and Reform Project

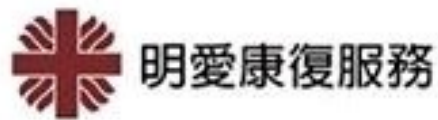
Internship Description:

- To conduct focus-group to study the impacts and effectiveness of life-long learning on mental health recovery in Institute of Cognitive Development
- To assist in data collection and analysis for a survey to study the impacts and effectiveness of life-long learning on mental health recovery in Institute of Cognitive Development
- To assist in the management of a new Facebook page for the communication between Institute of Cognitive Development and its students
- To assist in early preparation for an award ceremony and exhibition for Institute of Cognitive Development in October 2020
- To conduct preliminary research on the potential development of an online learning model for Institute of Cognitive Development

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Priority is given to Social Work, Psychology and Counselling major
- Intern students are required to occasionally work in Shau Kei Wan and Tsing Yi centre when necessary

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 educational needs. The Service is also dedicated to promoting social integration in the community.

Location: Kennedy Town, Hong Kong

Topic/Post: Educational Psychologist Assistant

Internship Description:

- To assist with literature review for developing quality evidence-based group training materials and protocols
- To assist in preparing and modifying training packages and materials
- To assist in conducting educational psychology-related research in a research team
- To assist in implementing group training led by professionals for students with SEN (subject to circumstances and availability)
- To carry out any other work as instructed by the Educational Psychologists

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Psychology major and knowledge in statistics is a must

No. of Placements: 2

**Empower U**

www.empoweru.io
CES

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: Wong Chuk Hang, Hong Kong

Topic/Post: Language Skills Intern - Educational Programmes for Domestic Workers

Internship Description:

- To create a curriculum and conduct language skills programme to domestic workers
- To enhance their proficiency in Cantonese or Mandarin
- To assist in other ad-hoc tasks as required

Special Requirements:

- Internship Period: from June 13, 2020 to August 7, 2020
- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Previous engagement with domestic workers or ability to understand Filipino or Bahasa is a plus

No. of Placements: 2



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 handling ad-hoc projects and report as assigned
- To handle telephone and e-mail enquiries for programme related activities and events
- To deliver administrative support

Special Requirements:

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

**Headstart Group Ltd.**

www.headstartgroup.co
CES

Founded in 2006, Headstart Group Ltd. aspires to make an impact on the most important industry in the world – education. Headstart Group Ltd.'s clients range from kindergartens to tertiary institutions. Our students range from preschoolers to young adults, parents to teachers. Teaching approaches vary from traditional face-to-face, classroom oriented to online technology-driven.

Location: Kwun Tong, Hong Kong

Topic/Post: Summer Intern

Internship Description:

- To support the teachers in delivering lessons and preparing materials as teaching assistant
- To coordinate field trips for students during the summer break and STEM workshops for students and teachers
- To organise and deliver Classroom Management workshops for students and teachers
- To assist the Professional Development Department in designing lesson materials and the Quality Management Department in reporting on teachers' performance and evaluation
- To organise volunteer activities, i.e. charity run for our in-house staff

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 1



Inter Cultural Education

www.icehongkong.com
CES

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: Education Training Intern (School Programme)

Internship Description:

- To work closely with our main trainers and Programme Manager to develop lesson plans, rundown and materials for our primary school to our corporate programmes. (Intern is required to join our school programme)
- To assist in supporting new programme initiatives design and developing and implementing innovation ideas for cultural workshops / programmes
- To create lesson plans and design teaching materials / props for ICE Cultural Programmes on secondary school level
- To assist with project evaluation (quantitative and qualitative) and identify problems and propose new product ideas to the core team
- To work collaboratively with the core team to ensure programme goals, objectives, and integrate research and educational information

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Open-minded and ready to embrace and experiment on new ideas and initiatives
- Demonstrated ability to establish and maintain effective working relationships with different stakeholders
- Flexible, detail-oriented, independent and responsible

No. of Placements: 2



International Center for the Gifted and Talented (HK) Ltd

www.gifted.hk
CES

The International Center for the Gifted and Talented (HK) is a self-funded independent organisation in Hong Kong specializing in the provision of assessments and counseling support for the gifted and talented in Hong Kong.

Location: Central, Hong Kong

Topic/Post: Case Management of Adolescents with High Functioning Autism (HFA)

Internship Description:

- To assist with identification of strength profile of HFA individuals in Secondary School Setting
- To assist in programming for self-knowledge and daily adaptive skills
- To assist in filing of pertinent documents to support case management
- To take part in parent interview
- To assist in card games for personal growth of HFA teenagers

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Students with SEN (Special Educational Needs) are welcome to join this internship for personal and professional growth
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 1



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 Persons with Autism Spectrum Disorder (ASD) and Care-givers

Internship Description:

- To contribute in delivery, documentation and evaluation of training for adolescents / adults with ASD and their care-givers through observations of training
- To assist in literature review and research on programme effectiveness
- To provide administrative support to the service of clinical psychology and another project on adult with ADHD (Attention Deficit and / Hyperactivity Disorder)
- To provide support in producing promotional / presentation materials of our services
- To assist in interest activities for persons with ASD, their families and community members

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Major in Psychology with dedications pursuing clinical or educational psychology professions are mostly welcomed
- Flexible team players
- Our centre opens from Tuesdays to Saturdays, working alternatively in Yau Ma Tei and Chai Wan centres may be required

No. of Placements: 2

**Joyful (Mental Health) Foundation**

www.jmhf.org
CES

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
- To work effectively as a team member with minimal supervision

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Willing to learn and engage in ad-hoc challenges

No. of Placements: 2



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 assist in organising, preparation and delivery of summer camp programme in nature for primary school children, including leading a group of children as camp counselors, facilitating designed activities as well as managing behavior
- To assist in large scale themed outreach exhibition at JCCAC for the general public of all age groups with guided tours, experiential workshops and art activities
- To assist in general guided tours for the general public
- To assist in preparation and delivery of other themed nature education programmes for school groups and community
- To provide support in general administration work for nature education programmes

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Enthusiasm in working with children
- Previous experience in working with children and managing a group of children other than one on one tutorial preferred
- Love of nature and working in the outdoor environment

No. of Placements: 5



童 協 基 金 會

Kids4Kids

www.kids4kids.org.hk
CES

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 300 schools, 55 charitable organizations, and has involved nearly 20,000 students.

Location: Wan Chai, Hong Kong

Topic/Post: Buddy Reading Programme (Post A)

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
- To provide office and administrative support, perform other ad hoc duties as assigned

Special Requirements:

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

No. of Placements: 2



童協基金會

Kids4Kids

www.kids4kids.org.hk
CES

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 300 schools, 55 charitable organizations, and has involved nearly 20,000 students.

Location: Wan Chai, Hong Kong

Topic/Post: Programme Development Intern (My Story Creation) (Post B)

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, perform other ad-hoc duties as assigned

Special Requirements:

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

No. of Placements: 2

**La Violet Charity Foundation Ltd.**

www.laviolet.com.hk
CES

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

Location: Lai Chi Kok, Hong Kong

Topic/Post: Programme Assistant

Internship Description:

- To contribute ideas in projects such as annual dream project and other educational programmes
- To assist in project progress and execution
- To explore collaboration opportunities from external parties (e.g. universities, secondary schools, social enterprises, potential business partners, etc.)
- To suggest and recommend improvements to our existing working process

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Responsible and sociable
- Creative mind and passionate in education / social enterprise are preferred

No. of Placements: 2



Playright Children's Play Association – HSBC Playright Playscope

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

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

Location: Tai Po, Hong Kong

Topic/Post: Play Facilitator

Internship Description:

- To assist workers with play programme to facilitate child-centered play
- To assist small play project and also take the role to plan and execute the planned 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 administrative work and paper work

Special Requirements:

- Although proficiency in written Chinese is preferred, non-Chinese speaking students are also welcomed
- Strong interpersonal and communication skills

No. of Placements: 5

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

No. of Placements: 1



Race for Education Accessibilities for Every Child

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
- To assist in running The REACH Reading Programme in Hong Kong primary schools

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

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 for our education talks and tour
- To assist in outdoor educational programmes and activities
- To assist in administrative task and data entry
- To assist in other educational projects

Special Requirements:

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

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 for 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 and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 2



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: Communication Intern (Post A)

Internship Description:

- To assist in generating outputs (graphics and video) on social media channels
- To assist in translation of news and newsletters
- To assist in communicating with media, drafting and translating press release
- To assist in promoting human rights activities and writing up publicity materials

Special Requirements:

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

No. of Placements: 1



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 Intern (Post B)

Internship Description:

- To assist in supporters events
- To assist in donor retention programme
- To assist in preparing communication materials for stakeholders and the general public

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 1

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.

Location: Cyberport, Hong Kong

Topic/Post: Content / Copywriter / Digital Marketing Intern (Post A)

Internship Description:

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

Special Requirements:

- Non-Chinese speaking students are welcomed
- High intelligence, high integrity, and high energy
- This job will be challenging, constantly evolving, high stress at times, yet always rewarding

No. of Placements: 2

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.

Location: Cyberport, Hong Kong

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

Internship Description:

- To complete the following tasks: social media management, marketing strategies, press release, growth hacking, creation of promotional content (copy, graphics, videos) and data analysis
- To creatively develop a visual language to present company value and solutions to the industry: design of visual identity, design of merchandises, design, and preparation of presentations and marketing content
- To develop data-oriented marketing strategies, experimenting with different contents and designs
- To assist in other ad-hoc events and activities

Special Requirements:

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

No. of Placements: 2

**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.

Location: Admiralty, Hong Kong

Topic/Post: External Affairs (Post A)

Internship Description:

- To assist with company event report writing, news reporting (social media platforms and blogs) and translation
- To assist with media relations
- To assist in interviewing with key opinion leaders and or influences in Asia
- To assist with youth program campaign, including content creation and management, get familiar with different social media networks and help promoting company's event
- To provide general support for the department

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Working hours from 9:30am to 6:00pm

No. of Placements: 3

**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.

Location: Admiralty, Hong Kong

Topic/Post: Development Programme (Post B)

Internship Description:

- To conduct market research
- To assist with the development of promotional and proposal-related materials
- To provide support in event planning and logistics, boost patron care, spearhead heritage project
- To analyse data and past sponsorship trends to drive fundraising strategies
- To assist with other ad-hoc assignments as required

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Working hours from 9:30am to 6:00pm

No. of Placements: 1

**Blue Sky**

www.hibluesky.co
CMC

Blue Sky is an IOT (Internet of Things) company for high performance green buildings. We provide integrated solutions with hardware and software to engage building occupants to proactively manage and optimize environment for their well-being and energy conservation. Our specialty is in smart sensor deployment, data-driven analytics and user engagement. This includes the installation of smart meters and indoor air quality (IAQ) sensors in buildings.

Location: Jordan, Hong Kong

Topic/Post: Design and Communications Intern

Internship Description:

- To develop content for updating website and social media pages, e.g. Facebook & LinkedIn, in Chinese and English
- To develop marketing materials, including but not limited to flyers, posters, banners regarding energy saving tips and indoor air quality in Chinese and English
- To assist in expanding database of action tips regarding energy saving and air quality, and potentially user testing
- To assist in other ad hoc tasks

Special Requirements:

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

No. of Placements: 1



BOOK TALK

Language Centre For Kids

Book Talk Ltd.

www.booktalk.com.hk
CMC

At Book Talk, children will grow a passion for storytelling and learning English. Book Talk's storytelling teaching method makes learning fun and contagious.

Location: Tseung Kwan O, Hong Kong

Topic/Post: Marketing and Event Coordinating Intern

Internship Description:

- To assist in creating online English educational content for existing students, and low-income families via Facebook, YouTube, and Instagram
- To assist in analysing Google analytics, AdWords, and Facebook statistics to track effectiveness of different campaigns
- To assist in coordinating and managing events with our existing students (offering low-cost or free educational boosting services) and the general public
- To conduct market researches related to the company
- To assist in promoting events and using web traffic to facilitate the event process from idea, to broadcasting, to running and reflecting upon the execution

Special Requirements:

- Non-Chinese speaking students are welcomed
- 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
- Work predominantly at Tseung Kwan O centre, but on occasion at our Causeway Bay centre for meetings

No. of Placements: 2



Branches of Hope

branchesofhope.org.hk
CMC

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

Location: Wanchai, Hong Kong

Topic/Post: Refugee Programme Support

Internship Description:

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

Special Requirement:

- Non-Chinese speaking students are welcomed

No. of Placements: 1



Canada-China Culture and Education Association

www.cccea.org.hk

CMC

Canada-China Culture and Education Association (CCCEA) is a registered non-profit organization established in 2007. It is one of the recognized partners of the Education Bureau of the Government of the Hong Kong Special Administrative Region.

Location: Sheung Wan, Hong Kong

Topic/Post: Assistant to Project Officer

Internship Description:

- To coordinate the logistical work in preparing for the summer camps
- To support the project officer in conducting the pre-departure orientations to the summer campers and parents
- To travel with the students and chaperone teachers to Canada to assist the Chief Camp Leader in running the summer camps
- To prepare a report on the operation of the camp and a video of the camp activities

Special Requirement:

- Proficiency in written Chinese

No. of Placements: 1

**CarbonCare 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.

Location: North Point, Hong Kong

Topic/Post: Climate-focused Social Innovation Programme

Internship Description:

- To assist in event planning and execution
- To assist in developing social media content which includes Facebook and IG and collecting data for analytic purpose
- To conduct researches and write articles related to solar energy and sustainability
- To assist in creating marketing collaterals

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Passionate about climate change challenges and fully committed to our mission
- Familiar with graphic design software such as AI or Photoshop would be an advantage

No. of Placements: 2



Chopsticks Company Limited

www.chopsticks-co.com
CMC

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

Location: San Po Kong, Hong Kong

Topic/Post: Marketing Support for Organic, Fair Trade and Local Products

Internship Description:

- To assist in the 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 and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 2



Civic Party

www.civicparty.hk
CMC

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: Headquarter in Fortress Hill / Offices of Legislative Council or District Council members, Hong Kong

Topic/Post: Multimedia Intern

Internship Description:

- To assist in social media management and multimedia design
- To assist in events preparation and implementation
- To assist in handling of public enquiries and comments
- To provide logistical and clerical support

Special Requirements:

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

No. of Placements: 5



Empower U

Empower U

www.empoweru.io
CMC

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: Wong Chuk Hang, Hong Kong

Topic/Post: Social Administrative intern - Educational Programmes for Domestic Workers

Internship Description:

- To be part of the Social Administrative Team to support the educational programmes for domestic workers in Hong Kong
- To manage communication with the class participants including speakers, coordinate venue set-up, attendance and event helpers
- To assist in other ad-hoc tasks as required

Special Requirements:

- Internship Period: from June 13, 2020 to August 7, 2020
- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Previous engagement with domestic workers or ability to understand Filipino or Bahasa is a plus

No. of Placements: 2



End Poverty

endpoverty.org
CMC

End Poverty is a nonprofit organization that works with local microfinance institutions (MFIs) and Small and Growing Businesses (SGBs) in low-income countries, empowering entrepreneurs to be change-makers in their communities.

Location: Local home office (regular meetings at the Hive Sheung Wan), Hong Kong

Topic/Post: Digital Marketing and Donor Analysis (Post A)

Internship Description:

- To assist in developing infographics and other design assets to be used in social media engagement posts, by summarising research publications, industry reports, and content developed by the operations and communications teams
- To assist in developing written content for social media engagement posts, by engaging with a variety of development professionals, blogs and supporters, as well as reading research publications and industry reports
- To assist in improving End Poverty's Search Engine Optimisation (SEO), by researching, testing and improving the use of different content
- To assist in tracking monthly donations using Customer Relationship Management (CRM) Software and excel, producing donor analysis reports and assist in thanking donors for their generosity

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Excellent written English is required
- Self-initiative

No. of Placements: 2



End Poverty

endpoverty.org
CMC

End Poverty is a nonprofit organization that works with local microfinance institutions (MFIs) and Small and Growing Businesses (SGBs) in low-income countries, empowering entrepreneurs to be change-makers in their communities.

Location: Local home office (regular meetings at the Hive Sheung Wan), Hong Kong

Topic/Post: Operations Communication: Develop an Operations Toolkit and Create Short Project Briefs (Post B)

Internship Description:

- To assist in improving, standardizing and designing a toolkit of tools and frameworks used by End Poverty to screen small and growing businesses to be considered for End Poverty's investment
- To assist in writing and designing operations reports highlighting the key achievements of the ongoing projects, to be shared with End Poverty's communication and fundraising team for publication.
- To assist in researching best practices in investing in small and growing businesses and writing and designing research briefs, to be shared with End Poverty's communication and fundraising team for publication.

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro are plus

No. of Placements: 1

**Feeding Hong Kong**feedinghk.org
CMC

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

Location: Yau Tong, Hong Kong**Topic/Post:** Charity Outreach Support Intern**Internship Description:**

- To plan and perform annual charity survey to review the recent corporation. The Annual Charity Review serves to reflect upon the past service of Feeding Hong Kong on food assistance to every organisation with a view to achieve better service quality
- To assist Charity Director to visit and interview our charity partners
- To draft and prepare the annual charity report, make reasonable suggestions and recommendations according to the result
- 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 and support with other ad-hoc tasks as required

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- High accuracy and attentive to detail
- Strong written and verbal communications skills
- Good interpersonal and teamwork skills
- Able to interact with a range of different people, confidently and pleasantly

No. of Placements: 2

LOCAL INTERNSHIP

Communication, Media and Culture



FINANCIAL
TIMES

Financial Times

www.ft.com

CMC

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

Location: 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 with 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

Special Requirement:

- Good computer skills on MS Office (Word, Excel and PowerPoint)

No. of Placements: 1



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.

Location: Sham Shui Po, Hong Kong

Topic/Post: NGO Marketing (Post A)

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

No. of Placements: 1



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.

Location: Sham Shui Po, Hong Kong

Topic/Post: Project and Food Donor Engagement (Post B)

Internship Description:

- To assist in contacting potential food donors in HK
- To assist in spreading the message of food cherishing to public
- To support in coordinating events related to food collection

Special Requirements:

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

No. of Placements: 1

**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.

Location: Wan Chai, Hong Kong

Topic/Post: Garage Academy Events Intern (Post A)

Internship Description:

- To assist with end to end event support, 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 assist with weekly post-event follow up with attendees, speakers and partners
- To assist with maintenance of 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:

- Although proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Passionate for the start-up community, and an eagerness to connect with an international audience
- Ability to move equipment and furniture

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.

Location: Central, Hong Kong

Topic/Post: Marketing Intern (Post B)

Internship Description:

- To assist with marketing administration task
- To assist with branding & design projects in Branding & design projects
- To assist with digital marketing and social media projects

Special Requirements:

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

No. of Placements: 1

**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.

Location: Central / Sheung Wan / Sai Ying Pun / Wan Chai, Hong Kong

Topic/Post: Sales Intern (Post C)

Internship Description:

- To assist in handling sales inquiries by email and phone calls reporting to the Sales Manager
- To assist in taking on tours
- To assist in updating sales pipeline
- To generate reports on sales performance
- To monitor and update sales inventories

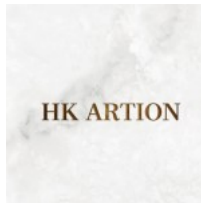
Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong communication skills and ability to think creatively and independently about a variety of challenges whilst working as part of a team
- Highly organised with a strong sense of responsibility, adaptability, and detail orientation
- With passion for the start-up community, and an eagerness to connect with an international audience
- Flexibility and adaptability to a fast-paced work environment
- Workplace locations of the intern will be on flexible basis

No. of Placements: 1

LOCAL INTERNSHIP

Communication, Media and Culture



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 prepare daily update for our website and social media platforms
- To attend press conference or preview of art fairs or exhibitions
- To draft the press release and support on-day event or press conference

Special Requirements:

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

No. of Placements: 2

**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.

Location: Wan Chai, Hong Kong

Topic/Post: Visual Arts - General Exhibition (Post A)

Internship Description:

- To conduct research for the Hong Kong history in city development, cultural icon of Hong Kong, e.g. Kowloon Walled City, Hong Kong visual art culture, and international trend
- To assist in artist research to support exhibition planning and execution
- To assist in documenting and archiving
- To take up the duties as Librarian / Registrar (visual art catalogues and documents)
- To assist in compiling a final report of research and assist in other ad-hoc duties

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Motivated, eager to learn, responsible, organised, able to work as a team
- Interested and passionate with arts, culture, comics and animation
- Be enthusiastic about our vision and mission
- Good ability of self-management

No. of Placements: 1



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.

Location: Wan Chai, Hong Kong

Topic/Post: Visual Arts - Comix Projects (Post B)

Internship Description:

- To provide support for comix-related projects to provide local comix creation to wider audience, e.g. comix archive, exhibition, book launch, workshop, talk, etc.
- To support for curate regular comic book showcase in HKAC on specific theme for general public
- To support for HKAC's comix resources to create an archive on comix art and culture, e.g. cataloging, data entry, etc. The collection includes comic books, animations, artists' database, etc.

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Motivated, eager to learn, responsible, organised, able to work as a team
- Interested and passionate with arts, culture, comics and animation
- Be enthusiastic about our vision and mission
- Good ability of self-management

No. of Placements: 1



香港進食失調康復會有限公司

Hong Kong Eating Disorders Association Limited

Hong Kong Eating Disorders Association

www.heda-hk.org
CMC

Hong Kong Eating Disorders Association (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: Marketing and Communication Project

Internship Description:

- To assist in Facebook and Instagram management for the organisation
- To assist in planning and organisation of community / school exhibition to promote eating disorders
- To assist in preparation for flag day
- To provide administrative and logistic support

Special Requirements:

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

No. of Placements: 3



香港記者協會

HONG KONG JOURNALISTS ASSOCIATION

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: Wanchai, Hong Kong

Topic/Post: Press Freedom in Hong Kong

Internship Description:

- To assist in organising seminars and workshops
- To assist in writing statements and reports
- To assist in translation works
- To assist in research projects

Special Requirements:

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

No. of Placements: 1



Hong Kong Red Cross

www.redcross.org.hk
CMC

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: Yau Mei Tei, Hong Kong

Topic/Post: Advocacy Campaign Development

Internship Description:

- To assist with the formulation and implementation of educational events to increase awareness of Hong Kong Public about local and global humanitarian issues
- To support the development of ideas, preparation on logistic and implementation of the functions as required
- To provide administrative support for the project which include data analysis, report generation and budget arrangement
- To support the implementation and logistic functions which include facilities maintenance and logistic arrangement for the delegates and programme support

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Widen global vision by understanding International Humanitarian Law (IHL) and humanitarian issues across the world
- Data analysis and report writing skills is an advantage

No. of Placements: 1



Hoplite Technology

www.hoplite-tech.com
CMC

Established in 2018, Hoplite Technology promotes cyber risk visibility aiming to help corporate fully understand cyber risk in a way that it can be measured, compared and explained.

Location: Science Park, Hong Kong

Topic/Post: Cyber Security - Customer Service Officer

Internship Description:

- To assist in providing cyber security related consultation and services to our clients
- To assist in answering enquiry about cyber security products and services
- To assist in following up client feedback and enquiries for services enhancement
- To test different computer security products

Special Requirements:

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

No. of Placements: 2



Institute For Integrated Rural Development

www.harvest.org.hk
CMC

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: Overseas Volunteering Trips and Marketing

Internship Description:

- To assist in designing trips and liaising with overseas partners such as exploring overseas volunteering opportunities, designing trips contents
- To assist in digital marketing and brand building of a social enterprise, such as creating Facebook / Instagram posts, initiating and managing online campaigns
- To assist in the daily operation

Special Requirements:

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

No. of Placements: 2



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.

Location: Kwun Tong, Hong Kong

Topic/Post: Social and Digital Content Creator Intern (Post A)

Internship Description:

- To provide ideas and create engaging visual content for ICE's social media channel including videos, posts for Facebook and Instagram through working closely with the Marketing and core team
- To brainstorm ideas for social media content and implement content across all social and digital platforms
- To assist in researching and identifying new social media content trends; make recommendations to the team, as appropriate
- To create marketing materials for Youtube and Instagram
- To assist with video editing and postproduction
- To support special projects as assigned

Special Requirements:

- Non-Chinese speaking students are welcomed
- Knowledge in multimedia software, video editing and social media platforms
- Passionate in video editing, whether in a professional capacity or simply as a hobby
- Experience in managing social media platforms and creating marketing materials or marketing campaigns
- Creative thinker

No. of Placements: 2



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.

Location: Kwun Tong , Hong Kong

Topic/Post: Business Development and Administration Intern (Post B)

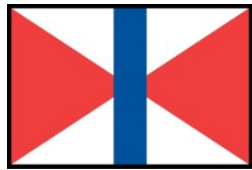
Internship Description:

- To assist in tracking businesses and facilitating negotiation between partners and the Manager
- To develop business proposals and tracking business strategies for existing (and new) customers
- To spot and contact potential partners / customers who value the service delivered by ICE
- To create proposal / product materials for potential partners
- To schedule and facilitate business appointments as well as maintaining good relationship with partners and service providers

Special Requirements:

- Non-Chinese speaking students are welcomed
- Strong interpersonal and communication skills
- Confident with excellent interpersonal skills and attention to details
- Experience in tracking leads and sales
- Effective communication even whilst working remotely

No. of Placements: 2



SWIRE

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 stakeholder engagement
- To assist in maintaining the stakeholder engagement database
- To assist with 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 Requirements:

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

No. of Placements: 1



KELY Support Group

kely.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: Communications and Development

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 (copywriting, graphic design, etc.)
- To assist in managing social media channels and social media development
- To collect market intelligence, research and prepare reports

Special Requirements:

- Although proficiency in written Chinese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



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: Lai Chi Kok, Hong Kong

Topic/Post: Marketing Intern

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese and 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



Mint Asia Ltd

www.mint-asia.com
CMC

Mint Asia is a consultancy of online and offline services.

Location: Ngau Tau Kok, Hong Kong

Topic/Post: Social Enterprise Support Officer

Internship Description:

- To assist in developing and planning social media and business strategy, including: define objectives, establish procedure to achieve the goal, KPI (Key Performance Indicator) monitoring and review
- To assist with marketing research, monitor effective benchmarks (best practices) for measuring the impact of social media campaigns. Analyze, review, and report on effectiveness of campaigns in an effort to maximize results
- To assist with partner discussion, highly involved in customer servicing, social media marketing, account servicing management

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Demonstrate skills and experience in executing and analysing marketing campaigns
- Excellent understanding of latest market trend, viral marketing campaign & recent social content
- Self-starter, individual contributor and positive working attitude

No. of Placements: 2



國際培幼會

Plan International Hong Kong

www.plan.org.hk/en/home
CMC

Established in 1937, Plan International is one of the world's leading development organisations specifically focusing on children. Plan works in 56 developing countries to improve the lives of children with 21 fundraising offices across the globe.

Location: Ngau Tau Kok, Hong Kong

Topic/Post: Supporter engagement projects at Plan International Hong Kong (Post A)

Internship Description:

- To assist with donor survey project to better understand our supporter profile and preferences by performing data processing, analysis and reporting
- To assist with sponsorship communication cycle between sponsors and their sponsored children by performing letter screening, translation and mailing, getting a glimpse of different challenges faced by less privileged children in developing countries
- To assist with donor maintenance by updating invalid mailing address through phone calls, some prior trainings on telephone manner and customer services will be provided

Special Requirements:

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

No. of Placements: 1



國際培幼會

Plan International Hong Kong

www.plan.org.hk/en/home
CMC

Established in 1937, Plan International is one of the world's leading development organisations specifically focusing on children. Plan works in 56 developing countries to improve the lives of children with 21 fundraising offices across the globe.

Location: Ngau Tau Kok , Hong Kong

Topic/Post: Advocacy and Campaign Intern (Post B)

Internship Description:

- To assist in organising advocacy and education activities such as workshops, mall exhibitions, symposiums, etc.
- To assist in preparing communication materials regarding advocacy work, including content development, design and production
- To assist in compiling evidence for different policy positions related to children's rights

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- We are looking for students who are passionate and curious about local children's rights issues, and are willing to dig deep into the issues on research for advocacy and communication purposes

No. of Placements: 1



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World

www.hkcnc.org.hk

CMC

Principal Chan Free Tutorial World 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: Prince Edward, Hong Kong

Topic/Post: Fundraising and Promotion Assistant

Internship Description:

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

Special Requirements:

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

No. of Placements: 1

**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.

Location: Kwun Tong, Hong Kong

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

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

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.

Location: Kwun Tong, Hong Kong

Topic/Post: Project Management and Marketing (Post B)

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

No. of Placements: 1

**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.

Location: Kwun Tong, Hong Kong

Topic/Post: Public Relations (PR) and Communications (Post C)

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

No. of Placements: 1



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: Marketing and Communication Internship

Internship Description:

- 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 create relevant and appealing content to promote the work of Resolve and its fellows via different channels, for example, e-newsletter, social media, website, donation appeal letters, annual report, and presentation PowerPoint
- To assist in planning and execution of fundraising events
- 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 support organisation-wide activities, such as Social Justice Fellowship Programme, community outreach, planning and strategic meetings, represent Resolve externally where appropriate, participate in team meetings and staff-wide functions and events

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Willing to get hands-on experience to understand the ins and outs of nonprofit work and the core elements of nonprofit management like marketing, communications, digital engagement and resources mobilisation

No. of Placements: 1

**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: Donor Service Team (Post A)

Internship Description:

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

Special Requirements:

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

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: Events and Celebrities Team (Post B)

Internship Description:

- To assist in developing, managing and working with corporate sponsors for various events
- To assist with coordination of event logistics 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 with ad-hoc project as assigned by manager

Special Requirements:

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

No. of Placements: 1



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: Causeway Bay, Hong Kong

Topic/Post: Operation Santa Claus 2020

Internship Description:

- To assist in offline / online fundraising and event planning support
- To compile beneficiaries' reports and identify stories with impact
- To assist in maintaining the donor database and other administration duty assigned

Special Requirements:

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

No. of Placements: 2



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.

Location: Wan Chai, Hong Kong

Topic/Post: Volunteer Project Coordinator - Fundraising

Internship Description:

- To assist in preparing and organising various fundraising events including the Flag Day, Aniform Day and more. Duties include logistics arrangement and sponsorship appeal etc.
- To assist in driving regular donation by different means, including face-to-face appeal, social media or traditional promotional channels
- To assist in Charity Sales and help promote SPCA gift products

Special Requirement:

- Fluency in Cantonese

No. of Placements: 5



Strategic Financial Relations Limited

www.sprg.com.hk
CMC

The largest financial PR agency in HK, serving over 170 listing companies on their IR and PR programme

Location: Admiralty, Hong Kong

Topic/Post: Social Innovation and Global Citizenship Internships

Internship Description:

- To assist in research in relevant topics
- To prepare media release and marketing materials
- To assist with event management
- To assist with News monitoring and report preparation
- To assist with report preparation

Special Requirements:

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

No. of Placements: 2



The Fred Hollows Foundation | 護瞳行動

The Fred Hollows Foundation (HK) Limited

www.hollows.org/hk
CMC

The Fred Hollows Foundation aims to end avoidable blindness around the world with a focus in Asia. We work to support the needed surgery, medical training and medical facilities. We have restored sight to over 2.5 million people in 25 countries.

Location: Prince Edward, Hong Kong

Topic/Post: Marketing and Fundraising for a Global Charity

Internship Description:

- To assist in communications for fundraising, including driving for digital marketing strategy and media engagement
- To assist in preparation for the organisation's annual fundraising campaign, World Sight Day 2020, which will be held in October 2020
- To assist in day-to-day fundraising and donor engagement works, including development of collateral and fundraising data analysis

Special Requirements:

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

No. of Placements: 1



The French Centre for Research on Contemporary China

www.cefc.com.hk
CMC

The CEFC is a part of a network of research institutions established around the world with funding from the French Foreign Ministry and the CNRS (French Centre for Scientific Research). It functions both as an independent academic institution hosting individual research projects, and as a think tank devoted to analysing current developments in contemporary China. It publishes a quarterly peer-reviewed journal in two languages.

Location: Wanchai, Hong Kong

Topic/Post: Editorial Intern and Event Organising

Internship Description:

- To assist in the organisation of seminars and conferences
- To assist in the editorial work of our academic journal China Perspectives
- To assist in conducting some research programme in different fields
- To participate in the event that they organise

Special Requirements:

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

No. of Placements: 1

**The Hong Kong Children's Discovery Museum**

www.childrensdiscoverymuseum.hk
CMC

The Hong Kong Children's Discovery Museum (CDM) is a 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 exhibit prototyping
- To assist in facilitating educational programmes and workshops

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- An outgoing personality, proactiveness
- Willingness to try new things, and out of the box thinking are highly appreciated

No. of Placements: 3



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.

Location: Wong Chuk Hang, Hong Kong

Topic/Post: Social innovation & Youth Business Unit Summer School 2019 / Business Clinic (Post A)

Internship Description:

- To assist in planning and managing the logistics and administration of event
- To develop the content & manage the social media platform
- To prepare promotional materials for the event

Special Requirements:

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

No. of Placements: 3



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.

Location: Aberdeen, Hong Kong

Topic/Post: Marketing Research for User Experience Projects (Post B)

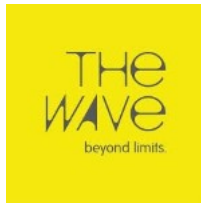
Internship Description:

- To plan and implement marketing campaigns through online media (e.g. space21.hk)
- To plan and organise activities for users
- To provide logistics support and assist necessary tasks for user experience projects

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Experience in social media platform management is advantageous

No. of Placements: 2

**The Wave**

www.thewave.com.hk
CMC

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

Location: Kwun Tong, Hong Kong

Topic/Post: Startup Ecosystem and Accelerator Programme

Internship Description:

- To assist in creating marketing materials such as social media posts, flyers, poster etc.
- To assist in building startups's database through active participation in networking activities
- To assist in conducting research about startup ecosystem/ community and create relevant documents including ppt, dashboard report, manual, handbook for accelerator program, etc.

Special Requirements:

- Although proficiency in written Chinese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Knowledge in research skills, computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro will be an advantage

No. of Placements: 2

**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: Marketing and Operation Intern

Internship Description:

- To assist in crafting newsletters and managing our social media; creating blog posts and videos (using our template) for our meetings; and creating and maintaining our content calendar
- To assist in growing and engaging our community by hosting events
- To lead the "Customer Happiness" function by maintaining good relationships with volunteers and mentors, respond to their queries and requests promptly
- To compile and maintain the database of volunteers and relevant data entries, Outreach to and liaise with schools / NGOs / government departments and other community stakeholders in programme implementation
- To assist the staffs on day-to-day duties

Special Requirements:

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

No. of Placements: 1

**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: Causeway Bay, Hong Kong

Topic/Post: Psychology / Mindfulness Promotion Executives

Internship Description:

- To design, lead and execute event campaigns
- To assist our founders in academic research and content writing
- To assist in the business development of TreeholeHK

Special Requirements:

- Fluency in Cantonese
- Won't be a small cog in a big machine
- Highly ambitious and potent people who are excited about the thrilling startup world
- Excellent command in written Chinese or knowledge in Growth Hacking / Event Management are plus

No. of Placements: 4

**UNHCR**

United Nations High Commissioner for Refugees

Haut Commissariat des Nations Unies pour les réfugiés

UNHCR (United Nations High Commissioner for Refugees)

www.unhcr.org/hk
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.

Location: Yau Ma Tei, Hong Kong

Topic/Post: Digital Programme (Post A)

Internship Description:

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

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Knowledge in multimedia software, video editing and social media platforms
- Ability to work in a team
- Reliability in keeping deadlines and delivering a high quality of work

No. of Placements: 1

**UNHCR**

United Nations High Commissioner for Refugees

Haut Commissariat des Nations Unies pour les réfugiés

UNHCR (United Nations High Commissioner for Refugees)

www.unhcr.org/hk
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.

Location: Yau Ma Tei, Hong Kong

Topic/Post: Communication and Campaign (Post B)

Internship Description:

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

Special Requirements:

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

No. of Placements: 2

**UNHCR**

United Nations High Commissioner for Refugees

Haut Commissariat des Nations Unies pour les réfugiés

UNHCR (United Nations High Commissioner for Refugees)

www.unhcr.org/hk
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.

Location: Yau Ma Tei, Hong Kong

Topic/Post: Face-to-Face Team (Post C)

Internship Description:

- To support UNHCR PSP (Private Sector Partnerships) team to organise fundraising events, including the Hong Kong Bookfair 2020
- To help develop promotional materials for events and setup and man the booth in events
- To translate and summarize UNHCR Global Trend Report 2019
- To deliver a briefing of UNHCR Global Trend Report 2019
- To prepare training materials for fundraising ambassadors

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Ability to work in a team
- Reliability in keeping deadlines and delivering a high quality of work
- Strong organisational skills

No. of Placements: 2



公民社會與治理研究中心 CENTRE FOR CIVIL SOCIETY AND GOVERNANCE

香港大學 THE UNIVERSITY OF HONG KONG
Centre for Civil Society and Governance

www.socsc.hku.hk/psl/laichiwo/en
CSR

Established in December 2002, the Centre for Civil Society and Governance was the first research centre in Hong Kong dedicated to enhancing our knowledge of civil society—its nature, constituents, dynamics, roles (in particular its contribution toward governance)—and to contributing to the attainment of a sustainable society through forging community-based, innovative solutions to inform policy deliberation and collective action.

Location: Pokfulam, Hong Kong

Topic/Post: Partnership for Sustainability Leadership in Business

Internship Description:

- To conduct literature review of the role of small and medium enterprises (SME) in attaining the United Nations Sustainable Development Goals (UNSDG), with a focus on the incentives or support needed for businesses to invest in sustainability
- To compile an inventory of local and overseas best practices of mainstreaming sustainability in business operations and supply chain management
- To provide research input to the construction of a regional sustainability index for a UNSDG-based SME Sustainability Index
- To help in transcribing data collected from interviews and focus group discussion with big corporates and SMEs with a view to gauging the needs of the business sector in moving the sustainability cause forward
- To support the Project Team to organise knowledge sharing programmes and networking sessions with business stakeholders in Hong Kong and Greater Bay Area

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Some research experience in business sustainability and corporate social responsibility
- Some experience in the design, facilitation and implementation of seminars or workshops

No. of Placements: 2



FINANCIAL
TIMES

Financial Times

www.ft.com
CSR

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

Location: Central, Hong Kong

Topic/Post: Human Resources (HR) Intern

Internship Description:

- To prepare an action plan proposal for well-being Week
- To assist with various HR projects
- To act as an internal ambassador to promote HR initiatives
- To assist with routine HR work

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)

No. of Placements: 1



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: Corporate Intern

Internship Description:

- To provide support to HandsOn Hong Kong Corporate Programme Team on corporate volunteering programmes
- To coordinate logistical arrangements for corporate volunteering programmes including applying for permits, booking coaches, preparing rundowns and delivering programme packs
- To support the team to draft impact Reports, write up meeting notes, update outcome sheets, and maintain inventory levels and records
- To attend NGO / vendor meetings with the HandsOn Team and provide secretarial support
- To develop and maintain the database of corporate accounts

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 2



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: Wong Chuk Hang, Hong Kong

Topic/Post: Corporate Social Responsibility (CSR) (Post A)

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:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 4



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: Wong Chuk Hang, Hong Kong

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

Internship Description:

- To assist in conducting research on sustainability trends, best practices, local/global standards, emerging issues, including environmental regulations, human rights, supply chain and employment practices, etc.
- To assist in preparing articles and other communication materials on various sustainability topics, e.g., United Nations Sustainable Development Goals, Sustainability Indices, and to assist in coordinating with different parties to publish these matters
- To assist in organising events (e.g. seminar, talks, luncheon) that focus on different sustainability topics
- To assist in various tasks, including 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:

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

No. of Placements: 3



MTR Corporation

www.mtr.com.hk
CSR

Every day, MTR connects people and communities. Going beyond railway delivery and operation, we also use the "Community Connect" platform for initiatives that aims to support everyone from the young to the old while engaging communities.

Location: Kowloon Bay, Hong Kong

Topic/Post: Corporate Responsibility Initiatives

Internship Description:

- To assist with the execution of annual summer programme for secondary school students 'Train' for life's journeys
- To assist with 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 and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 1



NWS Holding Limited

www.nws.com.hk
CSR

NWS Holdings Limited (Hong Kong Stock Code: 659), as the diversified industries flagship of New World Development Company Limited, invests and operates a wide range of businesses predominantly in Hong Kong and across Greater China. Our core businesses include toll roads, commercial aircraft leasing and construction, while we also manage a strategic portfolio spanning sectors from environment, logistics, facilities management to transport.

Location: Central, Hong Kong

Topic/Post: Sustainability and Corporate Social Responsibility (CSR)

Internship Description:

- To assist in organising company's activities related to sustainability and CSR
- To support to collect, consolidate and analyse sustainability-related data
- To support to conduct research on sustainability-related topics and issues
- To assist in other special assigned tasks upon request

Special Requirements:

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

No. of Placements: 1



Operation Blessing

www.obhk.org
CSR

Operation Blessing is the charity 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 million people.

Location: Kwai Chung, Hong Kong

Topic/Post: Support Programmes for Hong Kong families with SEN children

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

No. of Placements: 2



PCCW

www.pccw.com
CSR

PCCW is a Hong Kong-based company which holds interests in telecommunications, media, IT solutions, property development and investment, and other businesses. PCCW employs approximately 24,000 staff representing 50 nationalities.

Location: Quarry Bay, Hong Kong

Topic/Post: Corporate Citizens

Internship Description:

- To organize and plan community activities
- To assist with the 25th PCCW-HKT Annual Award Ceremony
- To prepare CSR news for staff newsletter, update the intranet portal and company website
- To assist with the preparation of Environmental, Social and Governance (ESG) report and ESG related issues for the Company

Special Requirements:

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

No. of Placements: 1



Public Bank (Hong Kong)

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 with 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:

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

No. of Placements: 1

**The Wave**

www.thewave.com.hk
CSR

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

Location: Kwun Tong, Hong Kong

Topic/Post: Creating Shared Value to Local Community

Internship Description:

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

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro would be an advantage

No. of Placements: 2

**WSP**

www.wsp.com
CSR

WSP is one of the world's leading engineering professional services consulting firms, bringing together approximately 49,500 talented people globally. We are technical experts who design and provide strategic advice on sustainable solutions, engineering projects that will help societies grow for lifetimes to come.

Location: Kowloon Bay, Hong Kong

Topic/Post: Recruitment and Engagement Responsible Project on Human Resources

Internship Description:

- To conduct market research and analysis on recruitment and social media channels
- To support on enhancing employee experience from recruitment to on-boarding
- To assist in preparation for campus recruitment campaign
- To assist in innovating the graduate engineer group assessment
- To help and implement the WSP Summer Internship programme for engineering disciplines

Special Requirements:

- Although fluency in Cantonese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Passionate about helping self and others to succeed

No. of Placements: 1



Action for REACH OUT

www.afro.org.hk
CSS

Action for REACH OUT is a non-governmental organisation 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 outreaching and online outreach programme for female sex workers
- To assist in centre-based service provision
- To assist in data input and preparing statistical reports

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Open-minded with respect for sex workers
- Available for out-of hours outreach work

No. of Placements: 2



Amnesty International Hong Kong

www.amnesty.org.hk/web
CSS

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: Education / Campaign Intern

Internship Description:

- To assist in organising actions, campaigns, talks, learning activities and other public events
- To assist in drafting education / campaign materials for schools, groups and public
- To assist in Chinese and English translation
- To assist in conducting research on human rights issues
- To assist in generating outputs (graphics and video) on social media channels

Special Requirements:

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

No. of Placements: 1



Asia Society Hong Kong Center

asiasociety.org/hong-kong
CSS

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.

Location: Admiralty, Hong Kong

Topic/Post: Outreach Programme

Internship Description:

- To assist in youth programme campaign, including content creation and management
- To assist in site touring, school and community outreach
- To get familiar with different social media networks and help promoting company's event
- To provide general support for the department

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Strong interpersonal and communication skills
- Working hours from 9:30am to 6:00pm

No. of Placements: 1



Association Concerning Sexual Violence Against Women

www.rainlily.org.hk
CSS

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 a survey about image-based sexual violence (i.e. non-consensual sharing of intimate images)
- To assist in school talks and workshops about image-based sexual violence
- To assist in online education about image-based sexual violence

Special Requirements:

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

No. of Placements: 1



公民社會與治理研究中心 CENTRE FOR CIVIL SOCIETY AND GOVERNANCE

香港大學 THE UNIVERSITY OF HONG KONG
Centre for Civil Society and Governance

www.socsc.hku.hk/psl/laichiwo/en
CSS

Established in December 2002, the Centre for Civil Society and Governance was the first research centre in Hong Kong dedicated to enhancing our knowledge of civil society—its nature, constituents, dynamics, roles (in particular its contribution toward governance)—and to contributing to the attainment of a sustainable society through forging community-based, innovative solutions to inform policy deliberation and collective action.

Location: Pokfulam, Hong Kong

Topic/Post: HSBC Rural Sustainability Project - Innovation for Community Revitalisation (Post A)

Internship Description:

- To assist the preparation of the second batch Rural in Action Start-up Scheme and International Symposium
- To assist in the development and implementation of 360 virtual tour through desktop and on-site research and video shooting, post-production etc. that facilitate the learning of rural sustainability by applying the latest Virtual Reality technologies
- To conduct literature review and assist in data collection / analysis for sustainability assessment and e-learning materials development
- To assist general programme administration of the Academy for Sustainable Communities

Special Requirements:

- Although fluency in Cantonese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Strong interest in and some knowledge, skills or experience of the design and application of Augmented Reality (AR) and/or Virtual Reality (VR) technologies
- Physically fit for outdoor fieldwork

No. of Placements: 2



公民社會與治理研究中心 CENTRE FOR CIVIL SOCIETY AND GOVERNANCE

香港大學 THE UNIVERSITY OF HONG KONG
Centre for Civil Society and Governance

www.socsc.hku.hk/psl/laichiwo/en
CSS

Established in December 2002, the Centre for Civil Society and Governance was the first research centre in Hong Kong dedicated to enhancing our knowledge of civil society—its nature, constituents, dynamics, roles (in particular its contribution toward governance)—and to contributing to the attainment of a sustainable society through forging community-based, innovative solutions to inform policy deliberation and collective action.

Location: Pokfulam, Hong Kong

Topic/Post: Social Innovation for Sustainable Communities Programme (Post B)

Internship Description:

- To conduct literature review of the sustainability social innovation and entrepreneurship
- To help prepare documentation and videos for the incubation activities
- To provide research inputs to the delivery of Design Thinking Workshop
- To provide inputs to the logistics arrangement (database management, venue setup, etc.) and liaise with relevant parties
- To assist in publicity preparation and provide inputs to social media promotion

Special Requirements:

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

No. of Placements: 2



Christian Action Centre for Refugees

www.christian-action.org.hk/refugees
CSS

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

Location: Tsim Sha Tsui, Hong Kong

Topic/Post: Education and Administration Internship

Internship Description:

- To assist in the coordination of educational, recreational, and psycho-social programmes for refugees, specifically to design, plan and facilitate CFR's Summer Camp 2020 together with Social Workers and Programme Officers
- To assist in development of social media content, including promotional messages, campaigns, etc.
- To assist in community outreach and advocacy activities
- To handle general administrative tasks, where necessary
- To assist in other ad hoc duties as required

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Understanding and sympathetic attitude for marginalised communities, particularly refugees and migrant workers are essential
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



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: Headquarter in Fortress Hill / Offices of Legislative Council or District Council members, Hong Kong

Topic/Post: Community Engagement

Internship Description:

- To assist in the planning for community development
- To assist in the preparation and implementation of events
- To assist in handling of public enquiries and comments
- To provide logistical and clerical support

Special Requirements:

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

No. of Placements: 5



Empower U

Empower U

www.empoweru.io
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: Wong Chuk Hang, Hong Kong

Topic/Post: Digital E-Learning intern - Educational Programmes for Domestic Workers

Internship Description:

- To work on the digital e-learning platform of Empower U
- To create a digital e-learning platform for the existing Empower U curriculum
- To assist in other ad-hoc tasks as required

Special Requirements:

- Internship Period: from June 13, 2020 to August 7, 2020
- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Previous engagement with domestic workers or ability to understand Filipino or Bahasa is a plus

No. of Placements: 2



Ever Green Association

hk-evergreen.org
CSS

The Ever Green Association (EGA) is a non-profit organisation that works on waste reduction and recycling in Hong Kong. Founded in 2008, the EGA takes a holistic approach in fighting against wastage through direct action, education and advocacy.

Location: Wan Chai, Hong Kong

Topic/Post: Second Best Food (SBF) Campaign (Post A)

Internship Description:

- To promote the SBF food-saving and community-caring concept in Hong Kong
- To market the SBF Campaign and raise public awareness on various social media platforms
- To design, plan and execute new programmes or activities for the campaign
- To conduct research on other similar campaigns and innovate the SBF Campaign
- To communicate with corporates and organise corporate social responsibility programmes

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 5



Ever Green Association

hk-evergreen.org
CSS

The Ever Green Association (EGA) is a non-profit organisation that works on waste reduction and recycling in Hong Kong. Founded in 2008, the EGA takes a holistic approach in fighting against wastage through direct action, education and advocacy.

Location: Wan Chai, Hong Kong

Topic/Post: Wholesale Market Redevelopment Project (Post B)

Internship Description:

- To conduct comprehensive survey on the current situation of a soon-to-be-redeveloped wholesale market
- To engage with various stakeholders including wholesalers, customers, the management company, NGOs and Agriculture, Fisheries and Conservation Department
- To design and plan the possible redevelopment of the area
- To assist in communicating with the government and District Council on the matter

Special Requirements:

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

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.

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 to 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 and basic book-keeping tasks
- 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 and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Able to work without supervision and organise a demanding workload
- Juggle multiple priorities and to deliver under pressure
- High accuracy and attentive to detail
- Able to interact with a range of different people, confidently and pleasantly

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: Charity Partner Engagement and Community Service Centre

Internship Description:

- To assist in daily operation in our Community Centre
- To assist social worker in planning the activities for the elderly and the low income family
- To assist in outreach service for the elderly
- To promote meal services to our charity partners

Special Requirements:

- Fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 3

**Hok Yau Club**

www.hyc.org.hk
CSS

Hok Yau Club was founded as "Hok Yau Dancing Club" in 1949. It adopted the current name in 1975 to reflect the changing nature of the organisation. It aims to provide support and guidance to students as well as to organise activities for youths. Please refer to the official website for detailed background information.

Location: Sham Shui Po, Hong Kong

Topic/Post: Navigator Scheme 2020

Internship Description:

- To provide a life-enriching experience for the DSE (Hong Kong Diploma of Secondary Education) students during summer break
- To support positive youth development programmes, including planning, organising and / or taking part in training and workshops
- To assist in volunteer management
- To support impact measurement of programmes
- To assist in the daily operations of a local youth organisation

Special Requirements:

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

No. of Placements: 1



HONG KONG

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: Fortress Hill, Hong Kong

Topic/Post: Young Engagement Projects

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro are plus

No. of Placements: 4



www.hopewww.org.hk
CSS

HOPE worldwide is an international Christian charity that brings people and communities together to deliver sustainable and high-impact education and health services to the poor and needy. We established the affiliate in Hong Kong in 1993 to serve the poor in Hong Kong and China. Currently, our programmes serve vulnerable elderly, underprivileged children and youth in Hong Kong, and also poor children in rural communities and urban areas in China.

Location: Shek Kip Mei, Hong Kong

Topic/Post: 80+20 Community Elderly Dental Care Programme

Internship Description:

- To implement the programme to achieve the goal for helping the elderly maintaining oral health (i.e. over 20 teeth) at the age of 80
- To assist in promoting the dental care programme to the needy elderly in the community
- To assist in collecting oral health data from the elderly and analyse the data for advocacy to the related parties
- To assist in promoting collaboration between dental service providers and social welfare service providers
- To assist in developing new approach for motivating the elderly to maintain their oral health

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Strong interpersonal and communication skills

No. of Placements: 2



InspiringHK Sports Foundation

www.inspiringhk.org
CSS

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

Location: Quarry Bay, Hong Kong

Topic/Post: Campaign on Public Estate Basketball League & Training Programme (Post A)

Internship Description:

- To conduct extensive research and data back up to justify the cause with PowerPoint introducing deck built and programme report
- To assist in developing comprehensive marketing plans to creatively use an extensive network of the training programme
- To execute the stated marketing plan, including hosting events, organising recruitment and closing events and creating digital media projects etc.

Special Requirements:

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

No. of Placements: 1



InspiringHK Sports Foundation

www.inspiringhk.org
CSS

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

Location: Quarry Bay, Hong Kong

Topic/Post: Girls' Sports Programme (Post B)

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 the 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 and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- 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: Educational Projects in China and Youth project in Hong Kong

Internship Description:

- To assist in research on mainland education policy and education in rural China, including Student Sponsorship Scheme etc.
- To assist in fundraising charity sale
- To assist in execution of various projects
- To assist in marketing campaigns

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 1



KELY Support Group

kely.org
CSS

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

Location: Central, Hong Kong

Topic/Post: Supporting School-based Programme Targeting Both Chinese and English Speaking Young People

Internship Description:

- To support school-based youth programme including workshop preparation, workshop delivery and setting up student led event
- To support programme development including background research and workshop materials development
- To assist with programme evaluation process including data collection, data entry and data analysis

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 1



童協基金會

Kids4Kids

www.kids4kids.org.hk
CSS

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 300 schools, 55 charitable organizations, and has involved nearly 20,000 students.

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 2020
- To provide office and administrative support, perform other ad-hoc duties as assigned

Special Requirements:

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

No. of Placements: 3



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 plan and organise more lunchtime and after-work nature-driven holistic activities for HKU community
- To assist in the development of public tours about social and water history in the Mid-Levels
- To design new outreach-friendly workshops to share environmental messages with local communities
- Other ad-hoc tasks as required

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 1



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: Lai Chi Kok, Hong Kong

Topic/Post: Programme Management Intern

Internship Description:

- To involve in projects related to art and community, public space, sustainability and social innovation
- To assist with programme coordination, implementation and on-site execution
- To assist with research, including data collection, editing and proofreading, ethnographic research
- To assist with marketing and publicity materials preparation and delivering them to our promotional channels
- To assist with other administrative tasks

Special Requirements:

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

No. of Placements: 3



國際培幼會

Plan International Hong Kong

www.plan.org.hk/en/home
CSS

Established in 1937, Plan International is one of the world's leading development organisations specifically focusing on children. Plan works in 56 developing countries to improve the lives of children with 21 fundraising offices across the globe.

Location: Ngau Tau Kok, Hong Kong

Topic/Post: Development Education and Youth Engagement Projects

Internship Description:

- To assist in planning, organising and the recruitment of youth events as part of Plan's global movement for gender equality, specifically the Youth Conference 2020 and Girls Takeover Initiative (calling on girls to 'takeover' leadership roles)
- To assist in designing and producing of educational tool kits and interactive activities for a (local) youth audience that emphasizes the rights of children and girls from a global citizenship perspective
- To connect and mobilize Plan's local youth networks to engage on topics relating to children's rights and girls rights that advances Plan's Girls Get Equal campaign

Special Requirements:

- Although fluency in Cantonese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Passionate about global affairs, interacting with young people, and creating impactful and positive changes in our local community

No. of Placements: 1



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World

www.hkcnc.org.hk

CSS

Principal Chan Free Tutorial World 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, Hong Kong

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

Internship Description:

- To assist with pre-school classes and different talent classes
- To assist with regional promotion activities to attract more potential students and volunteer teachers
- To assist with 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 and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)

No. of Placements: 1



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World

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Location: Tai Kok Tsui, Hong Kong

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

Internship Description:

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

Special Requirement:

- Proficiency in written Chinese and fluency in Cantonese

No. of Placements: 1



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

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, assist 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 Social Justice Fellowship Program, community outreach, planning and strategic meetings, represent Resolve externally where appropriate, participate in team meetings and staff-wide functions and events

Special Requirements:

- Although fluency in Cantonese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Passionate about the nexus of community empowerment and social justice to effect positive change
- Ideal opportunity to get exposure to multidisciplinary, participatory approaches to advance equality

No. of Placements: 1



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 Internship

Internship Description:

- To involve with underprivileged section of the society both in India and in Hong Kong on education programmes for underprivileged, minorities and blind students
- To assist in implementation of ongoing project with develop mentally challenged kids in Hong Kong
- To coordinate with other charity officials and government officials
- To brainstorm and execute new projects

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 1

**Save the Children**

savethechildren.org.hk
CSS

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

Location: Sai Wan, Hong Kong

Topic/Post: Domestic Programme Team

Internship Description:

- To assist with the 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, including but not limited to consolidation on post programme data, data entry and filing

Special Requirements:

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

No. of Placements: 2



St. Barnabas' Society and Home

www.sbsh.org.hk
CSS

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

Location: Western District, Hong Kong

Topic/Post: Project Leader

Internship Description:

- To assist in designing and executing Kids' Learning Club Summer Day Camp
- To assist with inventory system designing and execution
- To assist with outreach visits planning and execution

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 2



The Democratic Party

www.dphk.org
CSS

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 Programme 2020

Internship Description:

- To assist in network development, case solving, and research planning
- To assist in clerical tasks in the District Councilor's offices
- To assist in programme planning and organising community services
- To assist our Councilors in preparing the documents for District Council

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Interns will be allocated to Councilor's office in different districts

No. of Placements: 5



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: North Point, Hong Kong

Topic/Post: Volunteer Engagement and Marketing Coordinator

Internship Description:

- To promote volunteerism among youth in Hong Kong
- To manage and create content for our volunteer matching platform, easyvolunteer.hk, and other major online social media platforms
- To engage volunteers and service opportunity providers for better volunteer participation through online campaigns & offline activities / workshops
- To brainstorm and carry out creative promotional campaign by collecting & analysing volunteer data
- To assist in creating promotional graphics and videos recapping our activities (if possible) and complete relevant tasks requested by supervisors

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Interested in volunteering, youth development and social innovation

No. of Placements: 1



The Women's Foundation

www.twfhk.org
CSS

The Women's Foundation is a non-profit organisation dedicated to improving the lives of women and girls in Hong Kong. We conduct groundbreaking research, run impactful community programmes and engage in education and advocacy in the pursuit of three main goals: challenging gender stereotypes, empowering women in poverty to achieve a better quality of life for themselves and their families, and growing the number of women in decision-making and leadership positions.

Location: Sheung Wan, Hong Kong

Topic/Post: Girls Go Tech, Digital Literacy and other community programmes

Internship Description:

- To assist in planning and organising activities for the Digital Literacy and Girls Go Tech Programme
- To assist in conducting programme evaluation
- To assist in maintaining and updating the online learning platform
- To provide clerical support to the Programme Team
- To assist in record keeping and updating and to assist in other ad hoc projects

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

No. of Placements: 1



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 executing and facilitating social inclusion programme for children and youth with differing abilities and backgrounds
- To assist with research of related social inclusion statistics and information
- To assist in implementing, and promoting TREATS 40th Anniversary Research Conference and Gathering

Special Requirements:

- Although fluency in Cantonese is preferred, non-Chinese speaking students are also welcomed
- Students who are willing to interact with children and youth with differing abilities and backgrounds

No. of Placements: 2

**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: Social Innovation Internship

Internship Description:

- To provide daily care service to persons with intellectual disability aged 15 or above
- To provide training and activities assistance
- To plan and provide group or training activities

Special Requirements:

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

No. of Placements: 2



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 in work-related issues.

Location: Mong Kok, Hong Kong

Topic/Post: Research and programme Internship

Internship Description:

- To assist in information compilation and research in (i) social protection for marginalised workers; (ii) labour and gender; (iii) capital mobility and (iv) occupational and environmental health and safety, at country or regional level in Asia
- To assist in organising events in the related areas listed in the first point
- To assist in database building and operation in the related areas listed in the first point
- To assist in campaign and advocacy on issues / cases of labour concern at the national and regional level

Special Requirements:

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

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 and Human Trafficking

Internship Description:

- To assist in our continuing research on forced migration and human trafficking and supporting the campaign for migrant rights and decent work
- To assist in providing support to foreign domestic workers in Hong Kong in terms of organising, advocacy and campaign
- To assist in developing advocacy to combat human trafficking in Asian region

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 3

**Blue Sky**

www.hibluesky.co
RPA

Blue Sky is an IOT (Internet of Things) company for high performance green buildings. We provide integrated solutions with hardware and software to engage building occupants to proactively manage and optimize environment for their well-being and energy conservation. Our specialty is in smart sensor deployment, data-driven analytics and user engagement. This includes the installation of smart meters and indoor air quality (IAQ) sensors in buildings.

Location: Jordan, Hong Kong

Topic/Post: Research and Development Intern

Internship Description:

- To develop general surveys for measuring energy awareness and energy usage behaviour for different types of users and building contexts, e.g. corporate offices, schools, university residences
- To develop teaching materials for primary & secondary school students regarding energy use, indoor air quality (IAQ) and its linkage to public health and climate change
- To assist in conducting user research for improving the overall user experience
- To assist in other ad hoc tasks

Special Requirements:

- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Applicants with psychology or education background are preferred

No. of Placements: 1



Business Environment Council is an independent business membership organisation at the forefront of promoting environmental excellence, advocating the uptake of clean technologies and practices to improve corporate environmental and social responsibility.

Location: Kowloon Tong, Hong Kong

Topic/Post: Policy and Research (Post A)

Internship Description:

- To assist in conducting research and analysis on corporate sustainability trends and practices
- To assist in developing materials to communicate and advocate corporate sustainability best practices
- To assist in developing public policy recommendations that support the business community and the wider community to achieve sustainable development

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 2



Business Environment Council is an independent business membership organisation at the forefront of promoting environmental excellence, advocating the uptake of clean technologies and practices to improve corporate environmental and social responsibility.

Location: Kowloon Tong, Hong Kong

Topic/Post: Sustainability and Environmental Social and Governance (ESG) Advisory (Post B)

Internship Description:

- To assist with ESG / sustainability reporting projects for corporates in a wide range of industries
- To assist in conducting research and analysis on green finance and other sustainability-related market trends
- To assist in developing materials for corporate sustainability training.

Special Requirements:

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

No. of Placements: 1



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 assist in research and database compilation including drafting, translation and editing of materials
- To assist in campaigning and advocacy work (both local and international)
- To assist in programme activities

Special Requirements:

- Proficiency in written Chinese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- keen interest in issues of human rights concerns
- Knowledge / skills on information and social media technologies are definitely an asset

No. of Placements: 3

**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 the research areas, including air quality, biodiversity, climate change, green finance, mobility and transport, social and well-being, walkability and urban, waste management and water security
- To assist in communication work, including social media, e-newsletter, website, press liaison, marketing strategy, branding, copywriting and editorial, as well as stakeholder management
- To assist in organising events: forums, roundtables, workshops, public presentations and special visits

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 3



Civic Party

www.civicparty.hk
RPA

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

Location: Headquarter in Fortress Hill / Offices of Legislative Council or District Council members, Hong Kong

Topic/Post: Campaign Intern

Internship Description:

- To assist in campaign management
- To assist in handling of public enquiries and comments
- To provide logistical and clerical support

Special Requirements:

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

No. of Placements: 5



End Poverty

endpoverty.org
RPA

End Poverty is a nonprofit organization that works with local microfinance institutions (MFIs) and Small and Growing Businesses (SGBs) in low-income countries, empowering entrepreneurs to be change-makers in their communities.

Location: Local home office (meetings at the Hive Sheung Wan), Hong Kong

Topic/Post: Impact Assessment: Data Analysis and Reporting

Internship Description:

- To assist in analysing key data from End Poverty's global monthly operations reports (portfolio performance, portfolio growth, loan repayment, partner organisation's financial health), and prepare reports to the fundraising and communications team
- To assist in analysing baseline data from a microfinance training project implemented in Bangladesh in 2019, using SPSS, R or another statistics tool, and prepare reports to the fundraising and communications team
- To assist in analysing quantitative and qualitative data from a Small and Growing Business pilot project to be implemented in Kenya in 2020, and prepare reports to the fundraising and communications team

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 1



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

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 the process of training activities on racial equality & cultural sensitivity
- To help engaging the corporate sector in promoting racial inclusion in the workplace and racially friendly customer services

Special Requirements:

- Non-Chinese speaking students are welcomed
- Strong interest in equal opportunities affairs and race-related issues
- Proficiency in an EM language will be an advantage

No. of Placements: 3

**Ever Green Association**

hk-evergreen.org
RPA

The Ever Green Association (EGA) is a non-profit organisation that works on waste reduction and recycling in Hong Kong. Founded in 2008, the EGA takes a holistic approach in fighting against wastage through direct action, education and advocacy.

Location: Wan Chai, Hong Kong

Topic/Post: Waste Management of Public Facilities

Internship Description:

- To conduct a comprehensive survey on the current resource and waste situation of a wholesale market
- To engage with various stakeholders such as wholesalers, customers, the management company and Agriculture, Fisheries and Conservation Department
- To assist in communicating with the government and District Council on the matter
- To produce a proposal on improving waste management of the market and other public facilities

Special Requirements:

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

No. of Placements: 2



FINANCIAL
TIMES

Financial Times

www.ft.com

RPA

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

Location: Central, Hong Kong

Topic/Post: Research Projects Intern

Internship Description:

- To support the research of the competitors mapping for the "Leadership and Director Training"
- To support business to business Sales Research
- To support the "Government and Exchanges Training Requirements"
- To approach more business schools to offer our training to their alumni and research into the different business schools and suitable contacts which would be very helpful

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)

No. of Placements: 1

**HandsOn Hong Kong**

www.handsonhongkong.org
RPA

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 / Research Intern

Internship Description:

- To conduct programme / Hong Kong issue overlay to analyse the current breadth of NGO partners that HandsOn Hong Kong is currently working with and how well HandsOn is addressing the needs of the local community / any potential service gaps
- To attend a range of volunteering activities and make observations on different aspects including service mode, volunteer experience etc. in order to make recommendations that enrich the service experience
- To conduct qualitative interviews with NGO partners and volunteer leaders to obtain feedback that will help analysis on how well HandsOn is meeting the needs of our partners and potential areas for improvement or growth
- To deliver suggestions of HandsOn Hong Kong service gaps and recommend a list of potential NGOs that HandsOn should support in the coming year based on all the information collected
- To assist with research that informs potential grants that HandsOn may apply for and manage the grantor list accordingly and to draft any upcoming grants for HandsOn to apply for; to develop and maintain HOHK database of NGO, volunteer and market

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Willing to present your findings and learning upon the end of the internship

No. of Placements: 1



Hong Kong Church Network for the Poor

www.hkcnp.org.hk
RPA

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 with 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 to enhance the providence of material, spiritual and mental care to the poor
- To assist with our Youth Upward Mobility Programme and Child Development Fund Programme models for alleviating inter-generational poverty
- To assist with other ad-hoc tasks

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Willing to make a change in HK poverty situation

No. of Placements: 3



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.

Location: Kwai Chung, Hong Kong

Topic/Post: Researches on Education Issues (Post A)

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

No. of Placements: 2



Hong Kong Policy Research Institute- Hong Kong Vision Project

www.hkpri.org.hk
RPA

Hong Kong Vision Project, advocated by Hon. Mr. Tsang Yok-sing, is a research project started by Hong Kong Policy Research Institute in 2016. The project will focus on the study of "One country, Two systems" and other major issues faced by HKSAR government.

Location: Kwai Chung, Hong Kong

Topic/Post: Researches on Legal Policies (Post B)

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

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.

Location: Kwai Chung, Hong Kong

Topic/Post: Researches on Public Policy (Post C)

Internship Description:

- To assist in conducting researches on major issues of public policy
- 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 and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 2



Hong Kong Public Opinion Research Institute

www.pori.hk
RPA

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

Location: Wong Chuk Hang, Hong Kong

Topic/Post: Research Team (Post A)

Internship Description:

- To assist in research projects
- To prepare research reports and press releases
- To conduct survey fieldwork and quality control measures
- To conduct telephone interviews or outdoor surveys
- To provide administrative support

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Special arrangements of working hours may be needed, e.g. work in shift hours

No. of Placements: 3



Hong Kong Public Opinion Research Institute

www.pori.hk
RPA

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

Location: Wong Chuk Hang, Hong Kong

Topic/Post: Data Science Team (Post B)

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:

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

No. of Placements: 3



Hong Kong Red Cross

www.redcross.org.hk
RPA

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: Yau Mei Tei, Hong Kong

Topic/Post: Friends of Red Cross donor survey

Internship Description:

- To assist in implementing of donor survey 2019 -20, including data entry, quantitative data analysis with SPSS, data analysis and report of survey
- To assist in planning and exploring the publicity and promotion of "Friends of Red Cross" Programme
- To assist in on-going donor loyalty activities or communications

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Understanding on the fundraising elements in NGOs
- Relevant skills and knowledge, including survey analysis, promotion planning and donor retention

No. of Placements: 1



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 writing and research

Internship Description:

- To assist in creating a "Grants Manual" that will provide guidelines for grant writing team and help the team stay organised
- To assist in consolidating resources needed frequently in creating grants (data sets, graphics, etc.)
- To assist in researching grant opportunities and new trends in development and charitable funds

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 1



League of Social Democrats

lsd.org.hk
RPA

A social democratic political party which was founded in 2006. Our position and spirit could be concluded by the well-known slogans "Defend the interest of disadvantages with no regrets" and "Change must come through continuous struggle." Concretely, we are working to raise political consciousness by the debates on the platform of council and the social actions on the street. And we are suffered from smear campaign and political prosecution for the years.

Location: Cheung Sha Wan, Hong Kong

Topic/Post: Summer Internship 2020

Internship Description:

- To assist in the Legislative Council election task
- To assist in practical tasks in political parties, including writing articles to response political / social issues, working with our Executive Member to follow up the working group and representing our party.
- To acknowledge and promote our aims and political values, including coordinating classes related to the Hong Kong social movement history, introduction of leftist theory and our views towards specific policy issues

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Computer skills on producing graphics software or video editing are highly recommended but not compulsory

No. of Placements: 3



Ocean Park Hong Kong

www.oceanpark.com.hk
RPA

Ocean Park has developed itself to be a world-class attraction connecting people with nature, and gained consistent recognition for its animal husbandry, research and relationship with the community since its opening in January 1977 as a non-profit organisation. Being the education arm of Ocean Park, Discovery & Education Department has been promoting a passion for learning, passion for life attitude through educational engagements that entices a Thrill of Discovery.

Location: Aberdeen, Hong Kong

Topic/Post: Conservation Psychology Research Project

Internship Description:

- To assist in conducting conservation psychology research through the trend research on conservation actions, problem identification, phase I & II survey questions setting and conduction
- To assist in analysing the research findings, providing recommendation on ways to deliver conservation message and advocate a particular behaviour change on park visitors
- To assist in preparing the final report of the research project

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Knowledge in research methods (e.g. SPSS)
- Self-motivated, independent and detailed-orientated
- Willing to work outdoor, and on weekends and during public holidays

No. of Placements: 4



立法會議員譚文豪辦事處

Office of Hon Jeremy Tam Man Ho

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

www.facebook.com/jeremytammanho

RPA

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:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Working at our district offices may be required

No. of Placements: 5



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: Kwai Fong, Hong Kong

Topic/Post: Student Internship

Internship Description:

- To assist in dealing with district policy matters
- To assist in conducting community events assigned
- To assist in liaising with other District Council members, parties and citizens' groups

Special Requirements:

- Although proficiency in written Chinese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Good team player
- Mature character
- Interested in project / event management

No. of Placements: 5



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

No. of Placements: 1



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: Research on Poverty

Internship Description:

- To assist in conducting a research in related to family living in sub-divided unit
- To assist in conducting programme, media event, publication to enhance public awareness of the poverty situation in Hong Kong
- To assist in meeting with different stakeholders in Hong Kong to build cross sector alliance in related to poverty alleviation

Special Requirements:

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

No. of Placements: 1



JEMS Character Academy / Character Education Foundation

jems.com.hk / charactereducation.org.hk
CES

JEMS Character Academy 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.

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 Event in June, assisting in event planning and rolling out of charity events and student graduation to 800+ guests

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 3



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.

Location: North Point, Hong Kong

Topic/Post: Research in Criminal and Social Psychology

Internship Description:

- To assist in lit review in criminal psychology related topics
- To assist in ad hoc task relating to clinical psychologist's work
- To assist in designing promotion leaflet and videos relating to social psychology or criminal psychology

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- High self-reflective ability, open-mindedness to accept different values to maintain work professionalism
- Independent working and good teamwork are needed

No. of Placements: 1



Psychological Services Unit, Fire Services Department

www.hkfsd.gov.hk
CES

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

Location: North Point, Hong Kong

Topic/Post: Psychological Wellness Promotion

Internship Description:

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

Special Requirements:

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

No. of Placements: 4



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: Yim Tin Tsai Arts Festival 2020

Internship Description:

- To assist reporting and writing articles
- To assist in data collection, managing and analysis of research data
- To assist in participating in projects as assigned

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Level 4 or above in Chinese in HKDSE
- Outgoing, good organisation skills, independent and initiative

No. of Placements: 3



Psychological Services Group, Hong Kong Police Force

www.police.gov.hk
CMC

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.

Location: North Point, Hong Kong

Topic/Post: Psychological Wellness Promotion

Internship Description:

- To assist in research work including literature review, data entry, data cleaning, data analysis, report write-up etc.
- To assist in the development of promotional materials related to psychological well-being
- To assist in the running of workshops, groups, talks, seminars etc.

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Mature personality with high self-reflective ability and open-mindedness towards accepting different views
- Flexible working style
- Able to work both independently and in teams

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

Internship Description:

- Urban Farm and Project management: To support in the planning and execution of our urban farming services, namely farm set-ups, farm maintenance and workshops / events
- Marketing and Communications: To assist in preparation of promotional materials, social media content, curriculum materials, etc.
- Business Development: To conduct in-depth analyses of new and existing clients to inform our business development strategy

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Experience with or interest in organic farming, environmental issues, social entrepreneurship, and / or landscape architecture preferred though not required
- Enjoy working outdoors at our rooftop farms
- Self-starter with strong organisational and communication skills

No. of Placements: 3



Social Enterprise Business Centre under the Hong Kong Council of Social Service

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.

Location: Wan Chai, Hong Kong

Topic/Post: Social Enterprise Development

Internship Description:

- To assist in managing information communications tools e.g. newsletter, social media of the social enterprise business centre
- To assist in arranging sales and marketing of social enterprise products / education / projects
- To assist in supporting event management and project implementation which promotes social innovations and entrepreneurship
- To liaise with different stakeholders (e.g. corporate, social enterprises) to advocate sustainable consumption
- To assist social enterprise daily operations

Special Requirement:

- Non-Chinese speaking students are welcomed

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 2020

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:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Enjoy being with kids and teenagers

No. of Placements: 2



VolTra Hong Kong

www.voltra.org
CSS

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

Location: San Po Kong, Hong Kong

Topic/Post: Project Assistant

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

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

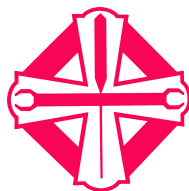
Internship Description:

- 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 communications campaigns for the community tours and projects
- To assist in communication with different stakeholders in the project

Special Requirements:

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

No. of Placements: 3



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: A Study on the Needs of Women in Dual-Career Families

Internship Description:

- To assist in collecting data through literature review and face-to-face interviews
- To assist in analysing the data collected
- To assist in compiling a research report

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 4



幼兒教育部
Early Childhood
Education Department

Hong Kong Young Women's Christian Association

www.ywca.org.hk
RPA

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: A parental involvement in children learning

Internship Description:

- To collect informations about parent-child activities after school by interviewing non-Chinese speaking parents
- To introduce methods to motivate children learning
- To publish a handbook for non-Chinese speaking parents for reference.
- To make Chinese words cards for K1-K3 children learning

Special Requirements:

- Although fluency in Cantonese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro

No. of Placements: 3



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: Enhancing Asian Well-being in New Zealand

Internship Description:

- To assist in the public health event and evaluating the project to ensure it is effective
- To assist in developing the best practises of behaviour change through a public health event
- To assist in the literature review of suicide prevention project in New Zealand
- To assist in design of information and resources of Asian Family Services through print or media
- To learn from a qualified counsellor and social worker in intervention with an individual who experiences problem gambling

Special Requirements:

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



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: STEAM (S:Science, T:Technology, E:English, A:Art, M:Music) Classroom in Rural China

Internship Description:

- To assist teaching staff to design tailor-made teaching programmes for rural students
- 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 deliver them in community centers in rural parts of China
- To assist teachers to deliver online classes based on "Belt and Road Initiative" course requirements
- To assist in editing poster and video

Special Requirements:

- Although fluency in Putonghua is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Willing to interact with primary school aged children
- Includes a 3-5 days travel within rural parts of China for summer camp classes
- Students are required to purchase travel insurance before internship commencement

No. of Placements: 2



Sanjeevani Life Beyond Cancer

www.sanjeevani-lifebeyondcancer.com
CES

Sanjeevani Life Beyond Cancer is an award winning registered Public Trust, a non-profit organisation, has been set up for prevention and early detection of cancer and providing care, counseling and rehabilitation to persons fighting cancer with focus on navigating them towards wellness through various activities.

Location: Mumbai, India

Topic/Post: Wellness and Rehabilitation Programmes for Cancer Survivors

Internship Description:

- To assist our Can Chetna team which conducts awareness on prevention of cancer in colleges
- To create and conduct 'short skits' along with our team
- To integrate with and assist our Can Sahyogi Hospital Intervention team which handholds underprivileged cancer patients in the hospital
- To document 20 case studies of the patients undergoing cancer treatment under close supervision

Special Requirements:

- Fluency in local language is required
- Non-Chinese speaking students are welcomed
- Strong interpersonal and communication skills

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.

Location: Victoria, Australia

Topic/Post: Social Media Expert and Content Developer (Post A)

Internship Description:

- To assist in creating and maintaining a monthly social media calendar
- To update and monitor ad campaigns across the organisation's social media channels, such as Facebook, Instagram and Twitter
- To assist in editing and proof reading
- To write and post content online; maintain organisation's web pages and blog(s)
- To develop and document procedures to manage web content

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 4



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.

Location: Victoria, Australia

Topic/Post: Digital Marketing (Post B)

Internship Description:

- To assist in providing weekly sales reports and analysis of apps
- To assist in promoting apps on social media pages
- To help drive online traffic with web-related campaigns
- To manage sales campaigns on social media platforms such as Facebook, Instagram and Twitter

Special Requirements:

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

No. of Placements: 2



DBSUK Qualifications

www.dbsuk.org
CMC

DBSUK Qualifications specialises in awarding tertiary qualifications. As an awarding organisation, we are responsible for ensuring that the quality of the qualifications is maintained at high standards and the quality assurance is built in throughout the life of the qualifications. We create courses that best fit the needs of students and the market.

Location: Either Manchester or Dartford (TBC), The United Kingdom

Topic/Post: Summer Internship

Internship Description:

- To help with our social media platforms to get it up and running
- To attend company functions and networking events
- To take up a project (under the supervision of a member of staff) that will allow intern to create a mock-programme for the subject of Psychology
- To shadow a member of staff and deliver assistance if applicable
- To assist other ad-hoc administrative tasks

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 1



DreamWalker China

dwchina.org
CMC

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: New Media Editor

Internship Description:

- To assist in Previous Volunteer Interview Radio Programme
- To assist in making promotional video about our organisation
- To assist in coordinating international workcamp in July

Special Requirements:

- Proficiency in written Chinese and fluency in Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Willing to learn new skills to fulfill the tasks
- Willing to communicate with people from different background

No. of Placements: 2



Serving Friends

www.servingfriends.org
CMC

We're the NGO that is registered at the Ministry of Foreign Affairs in South Korea and helping the people who are suffering from HIV / AIDS, poverty, and other hardships by practicing genuine love through emergency relief, life aid, and regional development.

Location: Seoul, Korea

Topic/Post: Social Services

Internship Description:

- To carry out advocacy campaign activities to advocate and support for refugee children's right to education in a booth that will be set up at two or three youth and college camps. (Campaign themes may be changed which based on the SDGs)
- To conduct research on SDGs agenda in relation to Serving Friends International's programs and engage in public relations activities based on the research at our website, official blogs, and social media platforms
- To translate the stories and reports of HIV / AIDS affected children benefiting from our sponsorship program in countries including Nepal, India, Sierra Leone, etc. into Korean language for sending to the children's sponsors in Korea
- To handle some clerical work when needed

Special Requirements:

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

No. of Placements: 1



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.

Location: Shanghai, China

Topic/Post: Programme Officer for "Barrier-free Film" (Post A)

Internship Description:

- To assist in drafting written documents and 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 as well as edit footage for video promotion
- To assist in reporting and filing of Barrier-free Film programmes for shareholders and funding partners

Special Requirements:

- Proficiency in written Chinese and fluency in Putonghua
- Knowledge in multimedia software, video editing and social media platforms
- To attach a Chinese CV in the online application

No. of Placements: 2



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.

Location: Shanghai, China

Topic/Post: Administrative Assistant (Post B)

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
- To learn basic knowledge of film and filming skills of micro movie

Special Requirements:

- Proficiency in written Chinese and fluency in Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- To attach a Chinese CV in the online application

No. of Placements: 2



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: Fundraising and Public Communication (Post A)

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
- To assist in research and operation of lianquan platform, including donor maintenance, data research and analysis, platform operation and management

Special Requirements:

- Proficiency in written Chinese and fluency in Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Telephone interview is required
- Outgoing, creative, flexible, communicative and quick learner
- Marketing skills are preferred

No. of Placements: 3



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: Public Relation and Social Media Operation (Post B)

Internship Description:

- To operate different social media accounts including Wechat, Weibo, Douban, Zhihu, TikTok
- To interview with and report of 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 and fluency in Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



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: NGO Funding and Project Evaluation (Post C)

Internship Description:

- To assist in NGO funding work, including organisation due diligence, site visit and application review
- To assist in project management and evaluation, including project review, NGO partner facilitation, training / workshop session organisation, feedback report writing and financial disclosure
- To assist in social issue research and communication
- To assist in online and offline charity activities

Special Requirements:

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

No. of Placements: 1



Talyllyn Railway

www.talyllyn.co.uk
CMC

The Talyllyn Railway is the first preserved railway in the World, known affectionately as 'The Railway with a Heart of Gold'. It was over 150 years ago, in 1865, that the line opened and in 1951 the Preservation Society was born to take over the Railway after the death of the owner Sir Haydn Jones. The heritage steam engines transport passengers from Tywyn, the coastal town on the edge of the Snowdonia National Park, to Nant Gwernol buried deep in the mountains above Abergynolwyn.

Location: Wales, The United Kingdom

Topic/Post: Heritage Conservation under Operation Team

Internship Description:

- To assist in guarding trains or stations as ticket issuer or collector, train signal manager
- To assist in locomotive maintenance, workshop and outdoor engineering, electric and hydraulic work
- To assist in restoring old carriages (i.e. painting, rebuilding, woodwork), or repainting and polishing locomotives, carpentry and joinery
- To assist in gardening and landscaping as well as track and infrastructure maintenance
- To assist in the operation of the Museum as tour guide, catering attendant and educator for publicity and marketing

Special Requirements:

- Non-Chinese speaking students are welcomed
- Strong interpersonal and communication skills

No. of Placements: 1



The Center for Historical Truth and Justice

www.minjok.or.kr
CMC

The Center for Historical Truth and Justice) and its museum (The Japanese Colonial History Museum) aims at discovering and revealing past wrongdoing under colonial rule of Japan in Korea.

Location: Seoul, South Korea

Topic/Post: Communication and Promotion Project

Internship Description:

- To assist in translating (Korean - English - Chinese) documentations about forced labor issue of Koreans by Japanese Imperialism
- To promote activities to spread the forced labor issue to the global community through social media and network
- To assist in translating documentation (especially the scripts for video), and researches (English and Chinese documents) about other related issues of human rights
- To support the guidance of foreign tourists (in English and Chinese) in the Japanese Colonial History Museum
- To produce guidebooks / pamphlets of the museum in English and Chinese version

Special Requirements:

- Although proficiency in written Chinese and fluency in Putonghua are preferred, non-Chinese speaking students are also welcomed
- Fluency in Korean
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



Human Rights League Slovakia / Liga za ľudske prava

www.hrl.sk/en/about-us
CSR

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 with 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:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



KPMG China (BJ)

kpmg.com/cn
CSR

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

Location: Beijing, China

Topic/Post: Organising Local Corporate Social Responsibility (CSR) Events

Internship Description:

- To prepare and organise CSR activities with local NGOs
- To call for our colleagues joining the activities as volunteers
- To lead the CSR activities. For example, school teaching in migrant schools, taking care of autism children
- To assist in communication work, such as internal newsletter and external WeChat post

Special Requirements:

- Proficiency in written Chinese and fluency in Putonghua
- Only available for students with Mainland citizenship or Mainland Travel Permit for Hong Kong and Macau or Mainland Travel Permit for Taiwanese residents
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 2



KPMG China (GZ)

kpmg.com/cn
CSR

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

Location: Guangzhou, China

Topic/Post: Corporate Social Responsibility

Internship Description:

- To assist in drafting, developing and translating both internal and external communication materials, such as weekly wrap-up, intranet content and social media posts, etc.
- To coordinate local employee volunteering programmes and events
- To conduct research on CSR, climate change, human rights as well as inclusion and diversity (I&D) related issues
- To assist in other administrative work as required by the team

Special Requirements:

- Non-Chinese speaking students are welcomed
- Only available for students with Mainland citizenship or Mainland Travel Permit for Hong Kong and Macau or Mainland Travel Permit for Taiwanese residents
- Knowledge in multimedia software, video editing and social media platforms
- Available to work on weekends

No. of Placements: 2



KPMG China (SH)

www.kpmg.com/cn/en/Pages/default.aspx
CSR

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

Location: Shanghai, China

Topic/Post: Corporate Social Responsibility

Internship Description:

- To assist in drafting, developing and translating both internal and external communications materials, such as weekly wrap-up, intranet and website content, social media posts, etc.
- To coordinate employee volunteer programs and events
- To conduct research on CSR, climate change, carbon trade, human rights as well as inclusion and diversity (I&D) 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 and fluency in Putonghua
- Only available for students with Mainland citizenship or Mainland Travel Permit for Hong Kong and Macau or Mainland Travel Permit for Taiwanese residents
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 4



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

Special Requirements:

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

No. of Placements: 1



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: ActivAsian Internship

Internship Description:

- To assist in delivery and planning in the ActivAsian initiatives, with the vision for the Asian community to be active and lead healthy lifestyles
- To inspire, empower and collaborate with the Asian community through sport and recreation
- To assist in insights and research of Asian sports participation
- To assist in marketing and promotion through our social media and communication channels

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- High level of English

No. of Placements: 1



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 the delivery of group work and community activities to contribute to the effective support and settlement of young refugees and migrants
- To assist in supporting young refugees and migrants to access information, casework support and referral services
- To assist in promoting and recruiting young people to participate in MYSA's programmes and services
- To assist in developing and implementing information and educational workshops for young refugees and migrants

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 2



Operation Blessing

www.obhk.org
CSS

Operation Blessing is the charity 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 million 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 and fluency in Cantonese and Putonghua
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Christian is preferred

No. of Placements: 2



Our purpose is to enable healthy and active lives in our community. We do this through providing programmes, workshops, activations, mentoring, resources, events and support at low to no cost to our community.

Location: Auckland, New Zealand

Topic/Post: Case study - Community Engagement

Internship Description:

- To assist in finding stories in the Asian community from our community projects
- To assist in interviewing for data collections
- To assist in presenting the case study, including writing and marketing

Special Requirements:

- Although proficiency in written Chinese and fluency in Putonghua are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

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 Counselor on Leadership - Social Issues Awareness

Internship Description:

- To work as a youth counselor to motivate and bond a team of 6 Youth to fulfill the requirements of the Duke of Edinburgh's Award, which including hiking and other Outdoors activities
- To help update our Blogs and other social media platforms to report on our youth activities
- To assist in organising and improving the fundraising soccer tournament, organising press conference, run with the logistic during the game day, brainstorm and create new ideas to develop 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/members
- To assist in site visit on the topic of understanding multiculturalism in Toronto. Site visits: Muslim Mosque, Japanese Cultural Centre, First Nation Site, Multicultural History Society of Ontario

Special Requirements:

- Internship Period: from June 22, 2020 to August 14, 2020
- Although proficiency in written Chinese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in graphic design and multimedia software, video editing and social media platforms will be an asset

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: Hope and Humanity: Lessons Not Yet Learned From The History of World War II in Asia

Internship Description:

- To assist with the ongoing compilation and classification of resources for the Research and Education Programmes, (e.g. apply criteria to verify authenticity of archival sources, use technology for text and image information)
- To assist with Research and Resource development for ALPHA's Education Program as well as upcoming Asia Pacific Peace Museum, specifically to develop and write a research essay (about World War II History in Asia)
- To assist with other tasks assigned by the Research and Resource Development Associate related to the above
- To participate in the seminar as well as in other group/social activities as part of the internship

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Basic research skills and experience in writing academic essays are adequate

No. of Placements: 1



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.

Location: Victoria, Australia

Topic/Post: Data Scientist

Internship Description:

- To assist in leveraging advanced analytics and Machine Learning to solve interesting problems
- To assist in design and develop Machine Learning and AI Systems to drive business value and customer experience
- To engage with the business to identify complex data-led problems which need to be solved
- To conduct analysis, discovering root causes and providing actionable insights for decision makers
- To contribute to the formulation of development of the project and proactively provide insights to improve the project

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in research methods (e.g. SPSS)
- Able to think and execute commercially, while being mindful of the technical nuances of the data product
- Familiar with research methodology

No. of Placements: 2



Daejeon Sejong Research Institute

www.dsi.re.kr
RPA

The DSRI was founded with the goal to contribute to regional development by conducting systematic investigation and analysis on balanced growth, regional economy, and social development, and thereby creating concrete policy alternatives.

Location: Daejeon, Korea

Topic/Post: Research Internship

Internship Description:

- To research and work on different projects which include developing policies and various social problems.
- To assist in analyzing data
- To interview clients if necessary

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)

No. of Placements: 1



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 NGO Internship

Internship Description:

- To assist in organisation and coordination for conferences and human-rights related educational events such as: the International Model UN Universal Periodic Review (UPR), the Asia Human Rights Forum, etc.
- To prepare and translate papers and materials (mainly between English and Korean) and assist in international correspondences
- To assist in organising Youth Human Rights Schools and Youth Human Rights Clubs; and to support Workshops for Young Human Rights Activists
- To prepare and participate in campaigns against racism, homophobia, sexism, etc.
- To assist in regular and clerical duties including human rights news monitoring, translating articles into Korean, participating in organisational meetings, and writing book reports and movie commentaries about human rights

Special Requirements:

- Non-Chinese speaking students are welcomed
- Fluency in Korean is highly preferred
- Students must be able to travel and reside in South Korea for the whole two month internship period
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



Korea Gap Year

www.koreagapyear.com
RPA

Korea Gap Year is an organisation offering diverse overseas learning opportunities for youth in their gap year. Please check the official website for details.

Location: Seoul, Korea

Topic/Post: Marketing Intern

Internship Description:

- To assist with research and administrative work
- To assist and manage Social Impact project
- To support promotion and marketing
- To support the project for NGO and school in Vietnam

Special Requirement:

- Non-Chinese speaking students are welcomed

No. of Placements: 1



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 and has 13 MPs in the Parliament of Latvia.

Location: Riga, Latvia

Topic/Post: Political Communication and Research

Internship Description:

- To assist with the fraction of the party in the Parliament with tasks related with communication and policy research in June
- To assist with the office of the party with tasks related to organizing various events and workshops in June
- To assist with the Ministry of Health with tasks related to political communication, policy research and organizing various events in July

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Interested in intercultural learning and political context of Latvia and the EU
- Applicant should conduct research on our political party before applying and state the reasons of joining us as a summer intern in the personal statement
- Ready to set their learning aims, review them during their stay and learn actively by challenging themselves and trying new tasks

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 programs, subjects ranging from urbanisation, fiscal/ financial reform, urban governance, internet platform, etc.
- To assist in the whole process of SSCS (Shanghai Social Cognition Survey) programme, which may focus more on interview instead of field investigation
- To assist in relevant work in research / data collection / conference for SIFL

Special Requirements:

- Proficiency in written Chinese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Only open for students from the Mainland China or with Mainland Travel Permit for Hong Kong and Macau or Mainland Travel Permit for Taiwanese Residents
- Fluency in Putonghua should be an advantage

No. of Placements: 4



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, Korea

Topic/Post: Database for Abductions and Enforced Disappearances in North Korea

Internship Description:

- To assist in compiling the data and reports concerning the abductions and enforced disappearances in and by North Korea
- To assist in collecting the domestic laws of various jurisdictions concerning the prevention, punishment and aftermath of enforced disappearance with a view to posting them on the DB website for reference to the visitors
- To assist in the preparation of relevant communications to the UN special procedures or making suggestions for the drafting of UN resolutions by concerned diplomats

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Preferably proficiency in widely spoke languages such as French, Spanish and Arabic
- For students thinking of a career in human rights or legal studies

No. of Placements: 1



UNICEF Italy

www.unicef.it
RPA

The Italian Committee for UNICEF was founded in 1974. Its mandate is to advocate for children's rights and raise funds to support UNICEF programmes in developing countries.

Location: Rome, Italy

Topic/Post: Child Rights Advocacy

Internship Description:

- To process and evaluate data concerning the rights of the child and to develop informative thematic files
- To research on the best practice on how to realise children's rights in Italy
- To monitor the campaigns on children's rights by other organisations and support the Advocacy Team in the organisation of events and campaigns
- To participate in conferences and seminars and other relevant events
- To support the Advocacy Team in the drafting of communications to the main Institution

Special Requirement:

- Non-Chinese speaking students are welcomed

No. of Placements: 1



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 Chornobyl nuclear tragedy, WIT was formed in recognition of the pressing need to provide accurate actionable information about our deteriorating global environment and its effect on human health.

Location: New York City, United States

Topic/Post: Health, Environment and Sustainable Development

Internship Description:

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

Special Requirements:

- Please answer the following questions by attaching additional file in the Experiential Learning Application System (no page limit): 1) Which Sustainable Development Goals (SDG) is your #1 priority to solve? 2) Is there an idea / solution you would like to share that can help the needy on this problem? 3) How can you best contribute to the SDG agenda after the internship?
- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 2



GLoCal Projects

RPA

GLoCal are project-based / cross-disciplinary projects that address a global issue with local engagement applying social sciences research skills globally and make an impact locally. These projects will give you a first-hand experience to work with international NGOs and / or local government partners; and learn about international development and the UN sustainable development goals. The field experience will equip you with the skills and knowledge for as an international development consultant.

Location: Vietnam / Nepal / Kenya

Topic/Post: GLoCal Projects (In collaboration with Department of Civil Engineering and Department of Comparative Literature)

Internship Description:

- Post A: GLoCal Solutions (Vietnam) - To conduct community needs assessment related to children well-being and design relevant solutions and promotional materials together with students from comparative literature and civil engineering
- Post B: GLoCal Trafficking Survivors Capacity Building (Nepal) - To assist the trafficking survivor self-help group in updating their communication materials and other capacity building activities
- Post C: GLoCal Micro-Finance (Kenya) - Access to Credit: To conduct impact assessment on a Micro-Finance project; create a multi-media report on the impact of Micro-Finance Project on the community; conduct interviews with various stakeholders
- Post D: GLoCal Rural children well-being (Nepal) - To assist in building a rural school and conducting needs assessment related to the local children well-being

Special Requirements:

- Non-Chinese speaking students are welcomed
- Strong interpersonal and communication skills
- Always curious, willing to listen and be flexible
- Willing to get your hands dirty
- Interested in and compassionate about international development agenda, e.g. UN sustainable development goals
- Ready to interact in a cross-cultural setting with a variety of people such as farmers or local government officials
- Able to work in a team, take initiative and plan your own work
- Please contact Ms. Elsa Lam at lamelsa@hku.hk if you have further questions
- Please indicate your preference, if any, for Post A, B, C or D in your personal statement
- For Post B-D, student will receive a subsidy of HKD5,000 from Gallant Ho Experiential Learning Center upon successful completion of the respective project

No. of Placements: 30