



Amity Foundation, Hong Kong

www.amityfoundation.org
SI-CMC

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

Location: Jordan, Hong Kong

Topic/Post: Promotion & Communication Intern

Internship Description:

- To assist in promotion of Amity development work in China and other parts of the world, giving importance to awareness building, youth engagement and action for impact
- To produce content (including photos, stories, videos and etc.) for various Amity on/off-line communication platforms and social media channels
- To assist in organising “Poster and Slogan Contest for Living Water” in Winter 2020
- To assist in the preparation of Amity’s 11th “Walk for Living Water” in Spring 2021
- To conduct presentations at Amity partner schools and organisations

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 preferred
- Existing interest in sustainable development issues preferred

No. of Placements: 1

archiparti

Archiparti

archiparti.co
SI-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 fun & rewarding

No. of Placements: 4

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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
- High intelligence, high integrity, and high energy
- This job will be challenging, constantly evolving, high stress at times, yet always fun and rewarding.

No. of Placements: 4



Branches of Hope

branchesofhope.org.hk
SI-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: Wan Chai, Hong Kong

Topic/Post: Refugee Programme Support

Internship Description:

- 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
- To assist in communications work for Stop Trafficking Of People (STOP) initiative

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



Financial Times

www.ft.com
SI-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: Sheung Wan, Hong Kong

Topic/Post: FT Live Intern (Post A)

Internship Description:

- To assist in producing marketing materials and promotional events
- To assist in research in the topic assigned by team
- To assist in logistics support for events and activities

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



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www.ft.com
SI-CMC

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Location: Sheung Wan, Hong Kong

Topic/Post: HR Intern (Post B)

Internship Description:

- To assist in various HR projects across different HR functions such as Talent Acquisition, Diversity & Inclusion, etc.
- To assist in daily operations of the HR team
- To assist in other duties required by the HR team

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



Garage Society

thegaragesociety.com
SI-CMC

Garage Society is the accelerator for entrepreneurial lifestyle. We aim at making startup and entrepreneurs more successful by offering a collaborative ecosystem that takes on initiatives including 1) Co-working, 2) Co-learning, and 3) Co-investing.

Location: Wan Chai, Hong Kong

Topic/Post: Garage Academy Events and Content 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 in the maintenance of our online event listings presence across several internal and external platforms (e.g., Garage Commons, Eventbrite, Meetup), and assist with weekly post-event follow up with attendees, speakers and partners
- To support the curation and creation of event concepts, campaigns, content and/or other related projects for the Garage Academy community

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
- Design skill is a plus

No. of Placements: 1



Garage Society

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SI-CMC

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Location: Wan Chai, Hong Kong

Topic/Post: Marketing Intern (Post B)

Internship Description:

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

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



Hong Kong Arts Centre

www.hkac.org.hk
SI-CMC

The Hong Kong Arts Centre (HKAC) is a self-financed and non-profit organisation. For the past 41 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: Moving Images

Internship Description:

- To participate in coordination, editorial and logistics of moving image programmes
- To assist in planning and execution of publicity of programmes
- To assist in managing databases
- To assist in customer service, e.g. answering enquiries and manning reception desks during events and screenings
- To fulfill other ad hoc duties upon request

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- With excellent organisational skills
- Genuine curiosity, passion and knowledge in the art of moving images, and an interest in sharing them
- Knowledge of Putonghua will be an advantage

No. of Placements: 2



Hoplite Technology

www.hoplite-tech.com
SI-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: Pak Shek Kok, Hong Kong

Topic/Post: Customer Service Officer

Internship Description:

- To assist in answering enquiry about cyber security products and services Compiling report on users' feedback and requirements
- To assist in following up client feedback and enquiries for services enhancement
- To assist in testing different computer security products

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)

No. of Placements: 1



Principal Chan Free Tutorial World

www.hkcnc.org.hk
SI-CMC

Principal Chan Free Tutorial World was established in April, 2011. It is a Non-Profit Organisation recognized by the HKSAR Government. (Registration Number: 91/11019). With the support of many generous people in the society who have become our volunteer teachers, we provide absolutely free learning support to the underprivileged children who have financial difficulties.

Location: 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)

No. of Placements: 1



Rooftop Republic Urban Farming

www.rooftoprepublic.com

SI-CMC

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

Location: Lai Chi Kok, Hong Kong

Topic/Post: Urban Farming Project Intern

Internship Description:

- To support in the planning and execution of our urban farming services, namely farm set-ups and farm maintenance
- To support in the planning, implementation and execution of urban farming workshops, events, and programmes
- To assist in preparation of promotional materials, social media content, curriculum materials, etc.
- To conduct in-depth analyses of new and existing clients to inform our business development strategy

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

No. of Placements: 2



Save the Children

savethechildren.org.hk
SI-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: Internship (Fundraising Department)

Internship Description:

- To assist in planning, organising and executing various kind of events and drive for funding from event participants (Event & Celebrity function)
- To assist in developing and implementing campaigns and innovative contents to raise funds from corporate and foundations donors (Corporate & Foundation Function)
- To assist in fundraising activities which are targeting individual citizens (Individual Giving & Digital Marketing Function)

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
- Lots of initiatives and with a can-do and adaptable attitude
- Experience in organise or implement social welfare programme is an advantage
- Committed to resolving contemporary child rights issue
- Candidates should indicate their preferred function in the application

No. of Placements: 4



The Fred Hollows
Foundation | 護瞳行動

The Fred Hollows Foundation (HK) Limited

www.hollows.org/hk
SI-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 an International Charity

Internship Description:

- To assist in planning and preparing The Fred Hollows Foundation's annual event: 2021 Humanity Award to communicate with schools to plan for the event in 2021; to prepare for award presentation ceremony and registration process
- To assist the implementation of World Sight Day fundraising campaign and campaign promotion activities; to help the production of fundraising / marketing collateral
- To work out a media and social media plan and to devise a marketing plan to approach these media in Hong Kong especially for fundraising and Humanity Award 2021; and to help brainstorm and execute ideas for daily social media
- To assist in research and administrative work and fundraising prospect research
- To work with the office on administrative 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
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 1



UNHCR (United Nations High Commissioner for Refugees)

www.unhcr.org/hk
SI-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

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 supports required to assist the team

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



VolTra Hong Kong

www.voltra.org
SI-CMC

The name, VolTra, already speaks for itself. It combines the power of “volunteerism” and the cultural exchange during “travel”. VolTra targets to link Hong Kong people with the world through volunteering in order to promote world peace and global citizens

Location: San Po Kong, Hong Kong

Topic/Post: Communication

Internship Description:

- To assist in planning and coordinating details of events such as online workshops and charity events with our local and overseas
- To assist in planning and implementing the qualitative and quantitative research projects related to our programmes, volunteer application, and/or social media performance
- To assist in our online or offline events and event evaluation
- To assist in developing our marketing and promotional initiatives
- To assist in administrative and ad hoc tasks as assigned

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

No. of Placements: 2