



## **Action for REACH OUT**

[www.afro.org.hk](http://www.afro.org.hk)  
SI-CSS

*AFRO is a NGO established in 1993 to provide services and support to women working in the sex industry in HK. We believe that sex work is a legitimate occupation and we advocate the acceptance of sex workers.*

**Location:** Yau Ma Tei, Hong Kong

**Topic/Post:** Reaching out to sex workers

**Internship Description:**

- To assist in service provision to sex workers at AFRO's -in centre
- To assist in outreach visits to sex workers
- To assist in online outreach to sex workers
- To assist in statistical report preparation

**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
- Open-minded, non-judgmental and respectful to sex workers

**No. of Placements:** 2



## **Asia Pacific Mission for Migrants (APMM)**

www.apmigrants.org  
SI-CSS

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

**Location:** Yau Ma Tei, Hong Kong

**Topic/Post:** Forced Migration and Development

### **Internship Description:**

- To assist in research on issue of forced migration and development
- To assist in coordination with our partner organisations in terms of strengthening the support for migrants' struggle for human rights, justice and decent work
- To assist in other daily duties

### **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:** 3



## **CarbonCare InnoLab**

www.ccinnolab.org  
SI-CSS

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

**Location:** North Point, Hong Kong

**Topic/Post:** Project Assistant to Climate-focused social innovation programmes

### **Internship Description:**

- To assist in event planning and execution
- To assist in creating marketing collaterals
- To assist in developing climate innovation stories and social media posts
- To support in fundraising and brand building initiatives

### **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
- Knowledge of design software and video editing is a plus

**No. of Placements:** 2



## **Christian Action Centre for Migrant Domestic Workers**

[www.christian-action.org.hk/Migrant Domestic Workers](http://www.christian-action.org.hk/Migrant%20Domestic%20Workers)  
SI-CSS

*Christian Action have been providing comprehensive services since 1993 to over 200,000 migrant domestic workers who have been economically exploited, or have been unfairly treated or abused during their stay in Hong Kong.*

**Location:** To Kwa Wan, Hong Kong

**Topic/Post:** Shelter Support and Escorting

**Internship Description:**

- To assist in centre and shelter activities particularly related to support group and adaptive skills
- To assist in escorting migrant domestic workers in need
- To assist in outreach and data collecting / research

**Special Requirement:**

- Non-Chinese speaking students are welcomed

**No. of Placements:** 1



## **Ever Green Association**

hk-evergreen.org  
SI-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
- Knowledge in multimedia software, video editing and social media platforms

**No. of Placements:** 5



## **Ever Green Association**

hk-evergreen.org  
SI-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:**

- 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)

**No. of Placements:** 5



## **Fullness Social Enterprises Society (FSES)**

www.fses.hk  
SI-CSS

*The mission of Fullness Social Enterprises Society (FSES) is to promote the social entrepreneurship development and city transformation in Hong Kong. FSES work to create practical knowledge to social enterprises through coaching, training, education, etc.*

**Location:** To Kwa Wan, Hong Kong

**Topic/Post:** Project Assistant

### **Internship Description:**

- To assist in planning, coordinating and executing the flagship social innovation programme, Innovator Farm (IF Program), including executing programme logistics, producing promotion materials, liaising with different stakeholders, and more
- To create social media and website contents, for example, copy-writing, infographic production, etc.
- To assist in developing member relations and the managing facilities of the co-working space, IF Hub
- To support other FSES functions and events when 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

**No. of Placements:** 2



## **HandsOn Hong Kong**

[www.handsonhongkong.org](http://www.handsonhongkong.org)  
SI-CSS

*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:** Fundraising Events Intern (Post A)

### **Internship Description:**

- To provide support for several major HandsOn Hong Kong events and fundraising initiatives such as 'Hike for Hong Kong'
- To drive logistical arrangements for the events including applying for permits, preparing event rundowns, procuring materials, and delivering event packs
- To support the Community Engagement team on an ad-hoc basis including drafting Impact Reports, writing up meeting notes and updating outcome sheets
- To manage communications with event participants including invitations, confirmations, reminders and inquiries
- To support the HandsOn team on-site at events

### **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)
- Able to work independently
- Proficiency in computer application (including Microsoft Office, English and Chinese word processing if possible)
- Good command of written and spoken English and Cantonese (translation skills preferred)

**No. of Placements:** 2



## **HandsOn Hong Kong**

[www.handsonhongkong.org](http://www.handsonhongkong.org)  
SI-CSS

*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 Programme Intern (Post B)

### **Internship Description:**

- To provide support for HandsOn Hong Kong's bespoke corporate programmes
- To support the Community Engagement team on an ad-hoc basis including drafting Impact Reports, writing up meeting notes and updating outcome sheets
- To develop and maintain HOHK database of corporate contacts
- To drive logistical arrangements for the events including applying for permits, booking coaches, preparing event rundowns and delivering event packs

### **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)
- Able to work independently
- Proficiency in computer application (including Microsoft Office, English and Chinese word processing if possible)
- Good command of written and spoken English and Cantonese (translation skills preferred)

**No. of Placements:** 4



學友社  
Hok Yau Club

## **Hok Yau Club**

[www.hyc.org.hk](http://www.hyc.org.hk)  
SI-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:** Top Ten News Election 2020

### **Internship Description:**

- To assist in the election in which all Hong Kong students are invited to vote for the top ten current affairs
- To assist in organising the Press Conference for announcing the election results
- To assist in the publication of the programme booklet

### **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:** 2



聯合國兒童基金香港委員會

## Hong Kong Committee for UNICEF

www.unicef.org.hk  
SI-CSS

*UNICEF, United Nations Children's Fund, is the world's leading UN organisation working for children. Since our establishment in 1946, we have been working with other UN agencies, governments and NGOs to ensure children's rights to survival, development, protection, and participation. The Hong Kong Committee for UNICEF (UNICEF HK) was founded in 1986 and was established as an independent local non-governmental organisation to raise funds and advocate for children's rights. We are recruiting high caliber individuals who want to support social corporate responsibility development and youth engagement projects of the organisation.*

**Location:** North Point, Hong Kong

**Topic/Post:** Youth Engagement

### **Internship Description:**

- To assist in preparation, execution and evaluation of the events / programmes for youth engagement (e.g. leadership training / innovation project)
- To assist in managing promotional channels and creating content
- To assist in 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)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills

**No. of Placements:** 4



## **Oxfam Hong Kong**

[www.oxfam.org.hk/en](http://www.oxfam.org.hk/en)  
SI-CSS

*Oxfam Hong Kong dates back to 1976 when volunteers joined hands to open a shop for second-hand goods in Hong Kong and raise funds for anti-poverty projects around the world. Some of our first initiatives in the 1970s and 80s were to advocate for justice for Vietnamese refugees who fled to Hong Kong during the Vietnam War, and to help save lives in Ethiopia during the 1984 famine.*

**Location:** North Point, Hong Kong

**Topic/Post:** Education

**Internship Description:**

- To assist in producing civic education project materials
- To assist in supporting event logistics
- To assist in research and developing youth initiatives

**Special Requirements:**

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

**No. of Placements:** 1



## **PathFinders Limited**

www.pathfinders.org.hk  
SI-CSS

*PathFinders is a Hong Kong-registered charity. We work to ensure that the most vulnerable children born in Hong Kong, and their migrant mothers, are respected and protected. We believe that every child born in Hong Kong deserves a fair start in life. We empower migrant worker mothers to make informed life decisions and to find a dignified path towards a legal, safe and sustainable future.*

**Location:** Tai Kok Tsui, Hong Kong

**Topic/Post:** Mother Protection Programme

### **Internship Description:**

- To support case managers and assist clients in accessing services (attending court hearings, doctor appointments, labor claim meetings, immigration visits, legal aid appointments, and other appointments as necessary) and to write up case notes
- To conduct simple research on migrants' issue
- To assist in clerical work or data entry
- To assist other related work if applicable

### **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



滙豐智樂遊戲萬象館

## **Playright Children's Play Association – HSBC Playright Playscope**

[www.playright.org.hk](http://www.playright.org.hk) / [www.playscope.org.hk](http://www.playscope.org.hk)  
SI-CSS

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

**Location:** Tai Po, Hong Kong

**Topic/Post:** Play Facilitator

### **Internship Description:**

- To assist in play programme to facilitate child-centered play
- To assist in small play projects and also take the role to plan and execute the planned programmes
- To demonstrate the essence of play according to "Playwork principles" to the parents and public
- To assist in programme planning and play environment designing under supervision
- To assist in administrative work and paper work

### **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
- Playscope is off on every Monday. We will only have service from Tuesdays to Sundays

**No. of Placements:** 4



政府註冊編號 Registration No. 91/11019

## Principal Chan Free Tutorial World

[www.hkcnc.org.hk](http://www.hkcnc.org.hk)  
SI-CSS

*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:** Tai Kok Tsui, Hong Kong

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

**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 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



政府註冊編號 Registration No. 91/11019

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SI-CSS

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**Location:** Kwai Chung, Hong Kong

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

**Internship Description:**

- To assist with regional promotion activities to attract more potential students and volunteer teachers
- To assist with pre-school classes and different talent classes
- 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)
- Strong interpersonal and communication skills

**No. of Placements:** 1



## **Project Orbis International, Inc**

www.orbis.org  
SI-CSS

*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:** Fundraising Campaign Project Management and Marketing (Post A)

### **Internship Description:**

- To collectively promote Orbis's sight-saving message at different levels from foundations, associations, religious groups to corporations
- To reach and liaise with donors through events participation and/or telemarketing, bilingual writing for letters / proposals etc.
- To assist in database research and update
- To attend and offer logistic support at Orbis's campaigns
- To support administratively to the fundraising team; assist other ad-hoc tasks when necessary

### **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:** 1



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SI-CSS

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**Location:** Kwun Tong, Hong Kong

**Topic/Post:** Public Relations and Communications (Post B)

### **Internship Description:**

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

### **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



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SI-CSS

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**Location:** Kwun Tong, Hong Kong

**Topic/Post:** Special Events Coordination (Post C)

### **Internship Description:**

- To conduct desktop research and contribute creative ideas for Orbis events / campaigns
- To contact and communicate with external parties like vendors, volunteers, etc.
- To handle administrative work including but not limited to data entry, filing, mailings preparation, packing of merchandises, etc.
- to offer logistic and on-site support to Orbis events / campaigns and ad-hoc tasks 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

**No. of Placements:** 1



## Save the Children

savethechildren.org.hk  
SI-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:** Internship (Children Programme Department) (Post A)

### **Internship Description:**

- To assist in drafting different submission and organising advocacy campaign on child right issues (Advocacy function)
- To support the integrated services function ranging from design and planning to facilitate and implement the programmes (Domestic programme function)
- To assist in our media platform and help building our reputation (communication function)

### **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
- 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:** 3



## Save the Children

savethechildren.org.hk  
SI-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:** Internship (Human Resources and Administration) (Post B)

### **Internship Description:**

- To assist the HR team in various projects to enhance the working environment & welfare of the team
- To assist in HR team for the smooth operation of the working environment
- To take up jobs assigned by the supervisor

### **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
- 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:** 3



## **The Democratic Party**

[www.dphk.org](http://www.dphk.org)  
SI-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 endeavor to fight for a fair and competitive society, eliminates discrimination, fosters the prosperity of our economy and a comprehensive welfare and social security system so that individual potential can be developed.*

**Location:** Prince Edward, Hong Kong

**Topic/Post:** Internship Programme

**Internship Description:**

- To assist in network development, cases 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 Councilor in preparing the documents for 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

**No. of Placements:** 5



## **TreeholeHK**

treehole.hk  
SI-CSS

*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:** Lai Chi Kok, 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: 2**



## Yang Memorial Methodist Social Service

[www.yang.org.hk](http://www.yang.org.hk)  
SI-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:** Internship Programme

**Internship Description:**

- To provide daily care service to mentally handicapped persons with aged 15 or above
- To plan and provide group or training activities
- To assist in other assigned duties

**Special Requirement:**

- Fluency in Cantonese

**No. of Placements:** 2