



**EmpowerU**

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[www.empoweru.io](http://www.empoweru.io)

GLOCAL-CES

*EmpowerU is an education and empowerment programme that provides marginalized communities with the tools necessary to take control over their economic future. We began with a focus on migrant domestic workers and are expanding our reach to serve ethnic minorities in Hong Kong.*

**Location:** Shek Tong Tsui, Hong Kong

**Topic/Post:** Curriculum Digitisation Project (Post A)

**Internship Description:**

- To assist in filming online instructional videos for EmpowerU's google classroom
- To assist in editing videos for EmpowerU's google classroom classes
- To assist in uploading and organising online audio-visual and other course content

**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
- Occasional attendance at in-person classes on Sundays to assist in documenting classes in audio/video

**No. of Placements:** 1



**Branches of Hope**

branchesofhope.org.hk  
GLOCAL-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:** Communication, Database Management, and Marketing Communications

**Internship Description:**

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

**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



## **Christian Action Centre for Refugees**

[www.christian-action.org.hk/refugees](http://www.christian-action.org.hk/refugees)  
GLOCAL-CMC

*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:** Refugees and Asylum Seekers

**Internship Description:**

- To assist in case work and community service
- To assist in summer programmes
- To assist in community engagement 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)
- 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



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**Location:** Shek Tong Tsui, Hong Kong

**Topic/Post:** Social Media Management (Post B)

**Internship Description:**

- To assist in making social media posts to EmpowerU's very active Facebook Page and Group
- To assist in creating social media posts for EmpowerU's Instagram account
- To assist in replying to posts and private messages from EmpowerU students through our various social media channels

**Special Requirements:**

- Non-Chinese speaking students are welcomed
- Strong interpersonal and communication skills
- Familiarity with Facebook Groups and Facebook Pages a major plus

**No. of Placements:** 1



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**Location:** Shek Tong Tsui, Hong Kong

**Topic/Post:** Graphic Design and Communications (Post C)

**Internship Description:**

- To assist in the creation of materials for online and print communication with EmpowerU's students, stakeholders, and donors
- To assist in the creation of weekly social media posts by putting text into interesting and well-made graphic design pieces such as speaker announcements, class information, etc.
- To assist in other ad-hoc activities and assigned tasks

**Special Requirements:**

- Non-Chinese speaking students are welcomed
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro

**No. of Placements:** 1



## **End Poverty**

endpoverty.org  
GLOCAL-CMC

*End Poverty is an internationally acclaimed organization focused on bettering the lives of those living in poverty, by supporting social enterprises in low-income countries, empowering entrepreneurs to be change-makers in their communities.*

**Location:** Home office, Hong Kong

**Topic/Post:** Marketing and Communications (Post A)

### **Internship Description:**

- To assist in developing an ambassador programme (source new ambassadors, support monthly media packs)
- To assist in social media management: making posts on LinkedIn, Facebook, Instagram; to analyse engagement data; and to support the team in developing a social media strategy
- To assist in developing infographic 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 and digital newsletters, by engaging with a variety of development professionals, blogs, and supporters, as well as reading research publications and industry reports
- To assist in entering and analysing donation data to better devise fundraising strategies

### **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
- Interested and desiring to know more about End Poverty's mission

**No. of Placements:** 2



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**Location:** Home office, Hong Kong

**Topic/Post:** Graphic Design and Presentation (Post B)

### **Internship Description:**

- To assist in developing infographic and other design assets to be used in marketing collateral (digital and print), by summarising publications, industry reports, and content developed by the operations and communications teams at End Poverty
- To assist in creating interactive presentations using PowerPoint or other software, to communicate End Poverty's vision clearly and compellingly to donors and supporters
- To design reports and other documents created by End Poverty's operations and communications teams, to align with End Poverty's brand and values and communicate a clear and simple message
- To assist in conceptualising, shooting and editing videos to communicate End Poverty's vision and work to donors and supporters (optional, depending on intern's capabilities)

### **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:** 2



**Sasane Sisterhood Trekking and Travel**

sasanesisterhoodtrek.com  
GLOCAL-CMC

*SASANE Sisterhood Trekking & Travel brings a unique approach to ecotourism and sustainable travel through the tour guide training of local women. They're trained to lead tours through the rural mountain villages of Nepal. These women rise up from underprivileged community groups and are survivors of domestic violence, child marriage, and human trafficking.*

**Location:** Kathmandu , Nepal

**Topic/Post:** Trafficking Survivor Victims Nepal

**Internship Description:**

- To assist in providing communication training in English for trafficking victims in Nepal
- To assist in developing marketing materials(Content writing or proofread etc.)
- To assist in helping to improve online cooking class of with our sisters(trafficking survivors)
- To assist in promoting community tourism and local sales in international market

**Special Requirements:**

- Non-Chinese speaking students are welcomed
- Remote working option available if travel restrictions continue
- Willing to roll your sleeves to work in a culturally different context and sensitive to work with people of different background
- It is a cross-disciplinary project in collaboration with Department of Comparative Literature

**No. of Placements:** 8





## **UNHCR (United Nations High Commissioner for Refugees)**

[www.unhcr.org/hk](http://www.unhcr.org/hk)  
GLOCAL-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:** Jordan, Hong Kong

**Topic/Post:** Digital and Communications (Post A)

### **Internship Description:**

- To assist in digital campaign concept development
- To assist in digital content creation and localisation (graphics, motion graphics, video) for website and social platform
- To assist the team for data entry and data analysis
- To perform any other related duties upon request

### **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
- Knowledge in multimedia software, video editing and social media platforms
- Only applicants who completed at least two years of undergraduate studies will be considered

**No. of Placements:** 1



## **UNHCR (United Nations High Commissioner for Refugees)**

[www.unhcr.org/hk](http://www.unhcr.org/hk)  
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*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:** Jordan, Hong Kong

**Topic/Post:** Fundraising Communications (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 supports required to assist the team

### **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
- Only applicants who completed at least two years of undergraduate studies will be considered

**No. of Placements:** 2



**World Vision Hong Kong**

[www.worldvision.org.hk](http://www.worldvision.org.hk)  
GLOCAL-CMC

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

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

**Topic/Post:** Programme and Marketing

**Internship Description:**

- To engage in project proposal assessment, monitoring and communication with overseas office
- To assist in market research and strategy development for fundraising initiatives
- To support inter-department communications on project details and funding initiatives
- To support corporate visit, event and telemarketing promotion

**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
- Interested in pursuing a career in a humanitarian and relief organisation
- Willing to learn and work in a team

**No. of Placements:** 2



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

[www.apmigrants.org](http://www.apmigrants.org)  
GLOCAL-CSS

*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, Trafficking and Modern Slavery

### **Internship Description:**

- To assist in our research on the aforementioned topic
- To assist in our advocacy and campaign with and for migrants
- To assist in the information dissemination campaign

### **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



## **Fair Employment Agency**

[www.fairagency.org](http://www.fairagency.org)  
GLOCAL-CSS

*Fair Employment Agency's mission is to build market solutions to end the forced labour of migrant workers in Asia. Since 2014, we have placed 4500+ migrant workers in jobs without placement fees.*

**Location:** Sheung Wan, Hong Kong

**Topic/Post:** Fair employment for Migrant Workers

### **Internship Description:**

- To assist and develop a training curriculum for workers after deployment
- To conduct research on understanding the challenges and support on first-time migrant workers
- To assist in carrying out safety check-ins and provide consultation on management support with domestic workers who are currently working in jobs in Hong Kong via phone call or in-person
- To assist in street outreach to provide information to domestic workers about our organisation and services and assist in producing social media content and handling messages and questions via our facebook pages
- To support day-to-day operation of the agency

### **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
- Knowledge in multimedia software, video editing and social media platforms

**No. of Placements:** 1



**PathFinders Limited**

[www.pathfinders.org.hk](http://www.pathfinders.org.hk)  
GLOCAL-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 shelter management

**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



## RUN HK

[www.runhk.org](http://www.runhk.org)  
GLOCAL-CSS

*RUN provides trauma intervention to vulnerable refugees and asylum seekers in Hong Kong through sport and education, with a special focus on women.*

**Location:** Aberdeen, Hong Kong

**Topic/Post:** Rehabilitating Refugees Through Running and Beyond

**Internship Description:**

- To help coordinate the weekly sport programme and childcare for a women's hiking and fitness group
- To coordinate a weekly running programme for a mixed gender group of 40 refugees on Thursday evenings
- To support basic computer literacy and English courses
- To facilitate online learning for students studying on Coursera

**Special Requirements:**

- Non-Chinese speaking students are welcomed
- Able to work in a multi-cultural environment
- Highly organised and flexible

**No. of Placements:** 2



## **End Poverty**

endpoverty.org  
GLOCAL-RPA

*End Poverty is an internationally acclaimed organization focused on bettering the lives of those living in poverty, by supporting social enterprises in low-income countries, empowering entrepreneurs to be change-makers in their communities.*

**Location:** Home office, Hong Kong

**Topic/Post:** International Development Project In Kenya (Post C)

### **Internship Description:**

- To assist in researching impact investment in Kenya, small and growing business needs, and the ecosystem
- To assist in researching different industries in Kenya, assessing their potential and opportunities to invest in small businesses in communities living in poverty
- To assist in analysing small businesses in Kenya for potential financial and non-financial support by End Poverty
- To assist in developing coaching materials for network of coaches supporting small businesses in Kenya

### **Special Requirements:**

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Interested and desiring to know more about End Poverty's mission

**No. of Placements:** 2





## **Equal Opportunities Commission**

[www.eoc.org.hk](http://www.eoc.org.hk)  
GLOCAL-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 ethnic minority education, employment and access to service
- To assist in the preparation of training materials and the process of training activities on racial equality and cultural sensitivity
- To engage the corporate sector in promoting racial inclusion in the workplace and racially friendly customer services

### **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
- Strong interest in equal opportunities affairs and race-related issues
- Proficiency in an language of ethnic minorities will be an advantage

**No. of Placements:** 3