

Caritas Rehabilitation Service

rs.caritas.org.hk
SI-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
- 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 special educational needs (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 multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Psychology major and knowledge in statistics is a must

No. of Placements: 2



Edge Development Centre

www.edgedc.org
SI-CES

Founded in 2018, Edge Development Centre is a social enterprise that aspires to be a service-providing think-tank comprising of front-line clinical professionals. We actualise "practices that work" using evidence-based practices.

Location: Admiralty, Hong Kong

Topic/Post: Counselling, Educational and Clinical Psychology

Internship Description:

- To assist in managing service in our centres (Admiralty and Mong Kok) such as being the contact person for psychologists, tutors, and clients; room booking; calling clients
- To help in preparation of promotional and psychoeducational materials, such as videos, illustrations, copywriting
- To assist psychologists and therapists in service provision
- To provide administrative support as instructed by supervisors
- To design and produce teaching materials for students with special educational needs (SEN)

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
- Good organisational skills and time management
- Knowledge in photo and video editing, accounting, marketing, advertisement, and article writing are a plus
- Goal-getters wanted

No. of Placements: 1



www.enlightenhk.org
SI-CES

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

Location: Cheung Sha Wan, Hong Kong

Topic/Post: Sketch of Epilepsy Life

Internship Description:

- To assist in handling ad-hoc projects and reports
- To plan and organise various activities for epilepsy members
- To contact with epilepsy members in a regular basis
- To assist in producing project-based publications
- To assist in administrative task and data entry

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: 5



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
SI-CES

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

Location: Tsuen Wan, Hong Kong

Topic/Post: Public Health Promotion Project

Internship Description:

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

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

No. of Placements: 3



Inner Edge is a sport and performance psychology consulting company. We specialize in shaping performers on their mental game needs and assist coaches and pare in their roles to aid performance development.

Location: Tsim Sha Tsui, Hong Kong

Topic/Post: Sport, Performance and Exercise Psychology

Internship Description:

- To conduct research on recent news within the sport community and other relevant information in sport, performance and exercise psychology
- To take an active role in promoting sport, performance and exercise psychology within the local community
- To assist the Director in her on- and off-field work
- To translate sport psychology documents and other relevant materials
- To provide day-to-day support in the company's promotion work, including frequent administration and updates on our website, Facebook page and Instagram account, as well as different publication channels

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



International Center for the Gifted and Talented (HK) Ltd

www.gifted.hk
SI-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: Emergent Adults with High Functioning Autism Conditions in Transitions

Internship Description:

- To assist in case intake
- To assist in case formulation and programming
- To assist in case management meeting
- To assist in data and knowledge management

Special Requirements:

- Although fluency in Cantonese and 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

No. of Placements: 1



JEMS Character Academy

jems.com.hk
SI-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: Teaching Assistant: Social Change Through Character Building

Internship Description:

- To assist teachers with Character Education classes, which may include class preparation, leading class activities or facilitating class engagement
- To closely observe students in class and complete observation notes on student behaviour during in-class activities
- To help teachers in preparing for classes, which may include gathering 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

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: 3



Joyful (Mental Health) Foundation

www.jmhf.org
SI-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: Mental Health Support

Internship Description:

- To answer inquiries about mood disorders, to provide emotional support and referral to clinical services for those in need
- To understand callers needs and wants and actively provide professional hotline services to customers
- To arrange a schedule with the clients for counselors
- To promote the hotline and conduct administrative duties
- To take part in the preparation and execution of education and service projects and carry out background research for programme planning

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
- Able to listen actively and take initiative

No. of Placements: 4

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Clinical and Educational Services



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Kids4Kids

www.kids4kids.org.hk

SI-CES

Kids4Kids is a Hong Kong based non-profit organisation that envisions a future where all young people are empowered to be changemakers with the belief that they are never too young to change the world.

Location: Wan Chai, Hong Kong

Topic/Post: Buddy Reading and My Story Creation

Internship Description:

- To facilitate Buddy Reading sessions and My Story Creation workshops, and engaging beneficiaries and volunteers
- To design session plans and activities for Buddy Reading and My Story Creation Workshops
- To assist in program materials management and preparation, and communication tasks related to promoting Buddy Reading and My Story Creation
- To assist in partnership outreach to local primary schools and community centres
- 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)
- 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

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Clinical and Educational Services



Kids4Kids is a Hong Kong based non-profit organisation that envisions a future where all young people are empowered to be changemakers with the belief that they are never too young to change the world.

Location: Wan Chai, Hong Kong

Topic/Post: Code + Create

Internship Description:

- To assist in partnership outreach to local primary schools and community centres
- To facilitate Code + Create Workshops and assist in lesson planning
- To provide Code + Create training to volunteers
- To assist in communications tasks related to promoting the Code + Create 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)
- 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



Kids4Kids is a Hong Kong based non-profit organisation that envisions a future where all young people are empowered to be changemakers with the belief that they are never too young to change the world.

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 programme development for Action for a Cause and Powered by Youth Forum
- To provide office and administrative support, and to perform other ad-hoc duties 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
- knowledge in website creation

No. of Placements: 2



Link Education Limited

www.linkeducation.com.hk
SI-CES

As a social enterprise, we aim to have social efficacy by providing schools and institutions with different services.

Location: Kowloon Bay, Hong Kong

Topic/Post: Education for SEN (Special Educational Needs) Students

Internship Description:

- To assist in the teaching and observing of students with SEN
- To research and design teaching materials
- To attend seminars on different topics
- To promote SEN related news
- To organise train the trainers programme for senior teachers and social workers

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: 2



Psychological Services Unit, Fire Services Department

www.hkfsd.gov.hk
SI-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 taking other multimedia tasks e.g. video editing
- To assist in literature reviews on relevant topics

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: 4



Race for Education Accessibilities for Every Child

Race for Education Accessibilities for Every Child

www.reach.org.hk
SI-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

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 2021-2022 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
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 5



The Sprouts Foundation Limited

www.sproutsfoundation.org
SI-CES

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 2021

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 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)
- 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

No. of Placements: 2



Yang Memorial Methodist Social Service Bradbury Day Activity Centre

www.yang.org.hk
SI-CES

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

Location: Yau Ma Tei, Hong Kong

Topic/Post: Summer Internship

Internship Description:

- To provide daily care for intellectual disabilities with aged 15 or above
- To deliver training and activities assistance
- To provide group and training activities materials and support

Special Requirements:

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

No. of Placements: 2



Youth Outreach

www.yo.org.hk
SI-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



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: Amity Promotion and Communication Intern

Internship Description:

- To assist in promotion of Amity's development work, with the focuses on building awareness, engaging youth and inspiring actions for positive and sustainable impact
- To produce publicity content (including text, images, videos and etc.) for various Amity on/off-line communication platforms and social media channels
- To assist in organizing Amity's public education activities

Special Requirements:

- Strong interpersonal and communication skills
- High proficiency in written Chinese and English
- High level of grasp on sustainable development issues
- Experiences in graphic design, video editing, website maintenance and social marketing preferred

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



Amnesty International Hong Kong

www.amnesty.org.hk/web
SI-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: Human Rights Education Intern

Internship Description:

- To assist the production and editing of educational materials for AIHK's school programmes
- To design social media posts and create online content on various human rights topics for public education
- To assist the documentation, research and translation of local and global human rights issues
- To help coordinate Human Rights Salon, sharing sessions and other public events

Special Requirements:

- Internship Period: from June 21, 2021 to August 13, 2021
- 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 and passion in law, human rights or international politics will be a huge advantage

No. of Placements: 2

archiparti

Archiparti

archiparti.co
SI-CMC

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

Location: Cyberport, Hong Kong

Topic/Post: Content / Copywriter / Digital Marketing Intern

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); Advertisement 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 and rewarding

No. of Placements: 3

archiparti

Archiparti

archiparti.co
SI-CMC

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Location: Cyberport, Hong Kong

Topic/Post: Design / Branding / Digital Marketing Intern

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: 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: Online Information Dissemination

Internship Description:

- To use research findings in creating communication materials for online publishing via various social media channels
- To assist in office daily operation
- To assist in collect and consolidating information on policy of social protection and gender equality at the workplace

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
- Knowledge in multimedia software, video editing and social media platforms
- Interested in labour, gender, and social issues

No. of Placements: 2

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



Asia Society Hong Kong Center

asiasociety.org/hong-kong
SI-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: Business and Policy

Internship Description:

- To assist in video filming and editing on ASHK's webpage and social media
- To utilize our content management system to design and publish on ASHK's webpage
- To draft and post country-related content on ASHK's social media channels
- To conduct basic online research regarding travel videos and cultural information
- To assign additional related duties within the scope of the project

Special Requirement:

- Non-Chinese speaking students are welcomed

No. of Placements: 2



Asia Society Hong Kong Center

asiasociety.org/hong-kong
SI-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: Community/Arts and Culture Department

Internship Description:

- To research contents for community/arts and culture (films, performing arts, literature, cultures) for general audience
- To produce programme-related marketing materials, and manage outreach of arts and culture public programmes
- To provide logistic supports for community/arts and culture programmes
- To publish on website and other digital social media channels for community/arts and culture programmes
- To assist in other community/arts and culture programme-related assignments as required

Special Requirement:

- Non-Chinese speaking students are welcomed

No. of Placements: 2



Blue Sky

www.hibluesky.co
SI-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: Sustainability Education

Internship Description:

- To develop visual and video 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 and indoor air quality in Chinese and English
- To assist in organising sustainability workshop and events for audience in NGO, including preparation of material and workflow
- To develop teaching and educational materials for school, elderly centre to understand energy use, indoor air quality (IAQ) and its linkage to public health and climate change

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
- Familiar with design and video editing tools, including Adobe Illustrator, Canva, Premiere Pro is preferable

No. of Placements: 1



Blue Sky

www.hibluesky.co
SI-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: User Engagement

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 assist in conducting user A/B testing on software interface for improving the overall user experience
- To perform visits to different locations to understand users feedback and promote energy saving tips
- To understand the user journey and improve the software user interface to encourage energy engagement for users

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: 1



CarbonCare InnoLab

www.ccinnolab.org
SI-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: Fortress Hill, Hong Kong

Topic/Post: Programme Assistant

Internship Description:

- To assist in event planning and execution
- To assist in developing social media content which includes Facebook and Instagram and to collect data for analysis
- To assist in creating marketing collaterals
- To support in organising any fundraising and brand building initiatives

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
- Passionate about climate change challenges and fully committed to our mission
- Outgoing and have good interpersonal skills
- Self-motivated for excellence
- Well-organized and attention to details

No. of Placements: 4



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
SI-CMC

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: Rural Sustainability Programme

Internship Description:

- To assist the preparation of the International Symposium, annual forum, and fellowship network meeting for the Academy for Sustainable Communities
- To assist in the development and implementation of 360 virtual tour outreach programme that facilitates the learning of rural sustainability by applying the latest VR technologies
- To assist in literature review, desktop research and other public engagement activities for the forest village programme at Mui Tsz Lam
- 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

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
- Physically fit for outdoor fieldwork

No. of Placements: 2



Civic Party

www.civicparty.hk
SI-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: Hong Kong

Topic/Post: Multimedia

Internship Description:

- To assist in social media management and multimedia design
- To assist in events preparation and implementation
- To assist in handling 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
- Working at the Party's Headquarter at Fortress Hill or Offices of District Council members

No. of Placements: 3



FINANCIAL
TIMES

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: Human Resource (HR) Intern

Internship Description:

- To support the Talent Acquisition Team in building a talent pipeline, developing talent intelligence, CV Screening, interviewing, and employer branding
- To propose and organise activities for one of the 5 well-being pillars (i.e. physical, mental, financial, career, and social well-being)
- To maintain and update the HR page to ensure all information is up to date for all the regions
- To support staff engagement activities in the region

Special Requirements:

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

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



FINANCIAL
TIMES

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

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:

- 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

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



FINANCIAL
TIMES

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: Communications and Marketing Intern

Internship Description:

- To support the FT's global communications and Business to Customer (B2C) marketing programme in Asia Pacific
- To assist with global communications, such as drafting of materials from media pitches to blog posts, media monitoring and social media listening
- To assist with the coordination of internal staff events from concept to execution; and internal communication materials, including staff newsletters and creative assets in collaboration with the design team
- To perform market analysis and research on competition in our main Asia markets (Hong Kong, Japan, Singapore, Australia and India)
- To conduct research to better understand audience needs, new ways of consumption and opportunities in Asia

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

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



Food Angel

www.foodangel.org.hk
SI-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 Engagement and Marketing

Internship Description:

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

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



Garage Society

thegaragesociety.com
SI-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: Academy Event and Content Intern

Internship Description:

- To assist with event organisation, management and support for our Academy events for working professionals and startups
- To provide content Ideation and creation (blogs, social posts, graphic, and/ or video) for our online community and other digital platforms
- To maintain our online presence and communications across our content platforms (e.g. Member Customer Relationship Management (CRM), Garage Website, Eventbrite, Meetup)
- To support for stakeholder communications with event attendees, speakers and partners
- To provide operation support for Garage offices across Hong Kong (possible to travel between locations during the day)

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
- 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

No. of Placements: 1



Garage Society

thegaragesociety.com
SI-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: Sales and Marketing Intern

Internship Description:

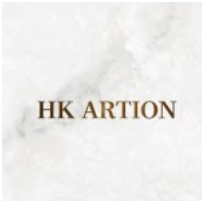
- To handle incoming office and event inquiries (By email and phone calls)
- To assist Sales Manager for potential lead viewing
- To assist with marketing administration task, and update sales pipeline and generate reports on sales performance
- To assist with digital marketing and social media
- To assist with branding and design 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)
- Strong interpersonal and communication skills
- Strong communication skills and ability to think creatively and independently about a variety of challenges whilst working as part of a team
- Highly organized with a strong sense of responsibility, adaptability, and detail orientation

No. of Placements: 2

PLACEMENT-BASED INTERNSHIPS (LOCAL)
Communication, Media and Culture



HK Artion

hkartion.com
SI-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
SI-CMC

The Hong Kong Arts Centre (HKAC) is a self-financed and non-profit organisation. For the past 43 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: Public Art on “Via North Point” Project

Internship Description:

- To assist with Public Art Team with “Via North Point” (www.via-northpoint.hk project)
- To assist in operation and logistics in Via North Point various community art workshops
- To assist in managing social media posts
- To deliver general support and administrative matters; and to conduct research in Public Art Team’s upcoming projects

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
- Passionate in arts and community work
- Ability to work both independently and creatively as a team
- Interest and knowledge in technology and basic knowledge design (Photoshop/ Illustrator/ InDesign) an advantage
- Site visits to North Point as needed
- Weekend work may be required occasionally

No. of Placements: 5

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



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 43 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 Image

Internship Description:

- To assist in the logistical execution of moving image programmes
- To support promotional campaigns including writing, editing, designing or/and issuing promotional materials
- To maintain databases
- To assist in customer related tasks, e.g. answering enquiries and managing reception desks during events and screenings
- To fulfill other ad-hoc 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
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- To be detail-oriented, to prioritise work and to perform multiple tasks simultaneously while adhering to deadlines
- Able to take responsibility, to work well as a team member and to work independently
- Genuine curious and passionate

No. of Placements: 2



香港記者協會
HONG KONG JOURNALISTS ASSOCIATION
Hong Kong Journalists Association

www.hkja.org.hk
SI-CMC

The Hong Kong Journalists Association (HKJA) is run by working journalists for the sole purpose of improving the working environment for the men and women who gather the news in Hong Kong. Established in 1968, HKJA seeks to enhance press freedom and the integrity of news coverage, and as a trade union, also aims to improve working conditions for journalists and to remove barriers to news gathering.

Location: Wan Chai, Hong Kong

Topic/Post: Press Freedom

Internship Description:

- To assist in organising seminars and workshops
- To assist in writing statements and reports
- To assist in translation works
- To assist in conducting 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)
- Strong interpersonal and communication skills

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



Hulu Culture Limited

www.huluhk.org
SI-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: San Po Kong, Hong Kong

Topic/Post: Hong Kong Jockey Club H.A.D.Walk Plus project

Internship Description:

- To take tasks on reporting and writing articles
- To assist in data collection
- To manage and analyse research data

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
- Outgoing, good organisational skills, independent and initiative

No. of Placements: 4



Inter Cultural Education

www.icehongkong.com
SI-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

Internship Description:

- To assist Business Development Manager in improving online/offline sales and partnerships to encourage people to make friends with people different cultures and be curious of the world
- To expand our target audience network as well as assist in applying for potential funding bodies in order to achieve our aim making the world and public more interested in culture, diversity and inclusion, break stereotypes and inspire people to learn
- To assist in tracking businesses and facilitate negotiation between partners and the Manager

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

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



Inter Cultural Education

www.icehongkong.com
SI-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: Content Creator for Social Media (Video/Writing)

Internship Description:

- To assist in providing ideas and creating engaging visual content for ICE's social media channel including videos, posts for Facebook and Instagram with the goal of producing meaningful engagement
- To create culture related content for social media platforms (YouTube and Instagram) to promote global diversity and enhance interest of cultural learning
- To design short, funny and informative online content (video or writing) to attract students' active participation and cultural awareness
- To support in video editing and post-production

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



KELY Support Group
kely.org
SI-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 marketing and 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 content 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)
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2



KELY Support Group

kely.org
SI-CMC

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

Location: Central, Hong Kong

Topic/Post: Youth Programme Support

Internship Description:

- To assist in piloting new programme initiative
- To assist in designing and preparing programme materials
- To assist in programme research, data input and analysis
- To assist in running programme event (online and offline)
- To assist in running social media platform

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



Lui Che Woo Prize for World Civilisation

www.luiprize.org
SI-CMC

LUI Che Woo Prize for World Civilisation is an international award inspiring humankind to build a more harmonious world. 3 prizes awarded annually to any individual or organisation in the the world: Sustainability, Welfare Betterment and Positive Energy.

Location: North Point, Hong Kong

Topic/Post: Internship with Lui Che Woo Prize

Internship Description:

- To assist in social media content planning and drafting
- To assist in marketing / public relations materials production
- To assist in desktop research of laureate background and relevant topical issues

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



Lung Fu Shan Environmental Education Centre

lungfushan.hku.hk
SI-CMC

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: Promoting Nature Connectedness to Local Communities

Internship Description:

- To design and produce an online fitness map as part of the Nature Connectedness Programme – Wellness at Lung Fu Shan
- To assist in editing fitness videos taken in Lung Fu Shan Country Park
- To assist in the development and restructuring of the Centre's website
- To assist in other ad-hoc tasks

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



Mint Asia Ltd

www.mint-asia.com
SI-CMC

Mint Asia is a consultancy of online and offline services.

Location: Kwun Tong, Hong Kong

Topic/Post: Social Enterprise Setup, Development and Building

Internship Description:

- To assist in market research and business planning
- To build the social media startup
- To conduct research for potential service matrix
- To contact and negotiate with potential partners

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: 2



Neurum

www.neurumhealth.com
SI-CMC

Neurum Ltd. is a digital health company that developed a scalable and personalised behavioural health companion, which serves users across the APAC region today. Neurum's ethos is to bring together bright minds across different disciplines from artificial intelligence, design, to health and wellness in building human-first and evidence-based triaging and support.

Location: Sheung Wan, Hong Kong

Topic/Post: Digital Content, Data, and Design Projects

Internship Description:

- To assist in content strategy (i.e. how do we build a communications strategy for mental health and wellbeing that is credible and accessible to millions of people?)
- To assist in user design research and processes (i.e. how may we reach real users in our community, and design/ build solutions that address real social needs and deliver the most value?)
- To assist in content creation (i.e. how do we take what we have learned in research literature, and use our science communication skills in translating these into understandable bite-sized content pieces on an app platform?)

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: 5



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World

www.hkcnc.org.hk
SI-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



Resolve Foundation

www.resolvehk.org
SI-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, scouting for key media opportunities, keeping track of media work and speaking engagement opportunities and helping 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 and conduct research on the funder landscape and to assist in grant writing
- 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; and to participate in team meetings and staff-wide functions and events

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
- Good understanding on the power of social media for storytelling Interested in NGOs and the non-profit sector Interested in using analytics and metrics to optimise outreach

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: Children Programme Department

Internship Description:

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

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)
- With lots of initiatives and with a can-do and adaptable attitude
- Experience in organising or implementing social welfare programme is an advantage
- Candidates will be assigned to one function only; please indicate preferred function in the application

No. of Placements: 1



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: Fundraising Department

Internship Description:

- To assist in planning, organising and executing various kind of events and drive for funding from event participants (For event and celebrity function)
- To assist in developing and implementing campaigns and innovative contents to raise funds from corporate and foundations donors (For corporate and foundation function)
- To assist in fundraising activities which are targeting individual citizens (For individual giving and 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
- With lots of initiatives and with a can-do and adaptable attitude
- Experience in fundraising activities is an advantage
- Candidates will be assigned to one function only. Please indicate preferred function in the application

No. of Placements: 1



Strategic Financial Relations Limited

www.sprg.com.hk
SI-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

Internship Description:

- To assist in conducting researches in relevant topics
- To prepare press release and marketing materials
- To assist with event management
- To assist with news monitoring
- 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)
- Strong interpersonal and communication skills

No. of Placements: 2



The Agency Consulting Hong Kong

theagencyhongkong.com
SI-CMC

The Agency Consulting Hong Kong Limited (The Agency) is a human resources company founded in 2020. They serve as a platform for employment seeking (for both employer and employee) which range from business sectors to educational sectors.

Location: Wan Chai, Hong Kong

Topic/Post: Marketing Intern

Internship Description:

- To manage social media platform
- To assist in digital designing (e.g. infographic, social media photos, short clips, brochures, etc.)
- To liaise with clients

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



The Fred Hollows
Foundation | 護瞳行動

The Fred Hollows Foundation

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: Mong Kok, Hong Kong

Topic/Post: Marketing and Fundraising for an international NGO

Internship Description:

- To assist in communications for fundraising including driving for digital marketing strategy and media engagement
- To assist in day-to-day fundraising work including development of collateral and consolidation of fundraising data
- To assist in preparation for the annual Humanity Award be held in May 2022

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



The Hong Kong Children's Discovery Museum

www.childrensdiscoverymuseum.hk
SI-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 to 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

No. of Placements: 3

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



The Hong Kong Federation of Youth Groups

www.hkfyg.org.hk
SI-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: Business Talk and Business Clinic

Internship Description:

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

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 Chinese word processing

No. of Placements: 2



The Hong Kong Federation of Youth Groups

www.hkfyg.org.hk
SI-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: Fanling, Hong Kong

Topic/Post: Leadership Training Programme

Internship Description:

- To assist in planning, designing and executing different programmes
- To conduct self-initiated projects, research and analysis in a variety of issues and to combine students' learning into course materials; and to explore opportunities for new ideas in implementing innovative and suitable services
- To assist in organising workshops, seminars, and other city-wide events serving the local youth; and to evaluate and reflect on the courses performance
- To plan and create content for online channels, e.g. Facebook, Instagram, YouTube and website

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
- Experience in organising large-scale or leadership training activities is a plus
- Working on weekends or evenings maybe required, upon mutual agreement of the intern(s) and direct supervisor
- Student may be assigned to different projects by mutual agreement

No. of Placements: 5

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



The Wave

www.thewave.com.hk
SI-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: The Wave Movement - The Wave Community Event / Webinar

Internship Description:

- To assist in organising The Wave community event to facilitate SME's (Small and Medium Enterprise) business development
- To assist in computer programmes which related to CSV (Comma Separated Values) concept
- To assist in ad-hoc task 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



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”. 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 Officer (Intern)

Internship Description:

- To support the team to plan and execute projects related to youth development from start to completion involving deadlines, milestones, and processes
- To assist the team to build and maintain a close and supportive community of change-seekers and change-makers to cultivate impactful actions
- To assist the team to execute various funding programme and ensure the programme is on track and achieve its objectives
- To assist the team to work on other ad-hoc projects as 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 multimedia software, video editing and social media platforms
- Experience in youth related project/ programme management is an advantage

No. of Placements: 2

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Communication, Media and Culture



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”. 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: Content Creator (Intern)

Internship Description:

- To support digital marketing, social media, e-commerce and offline activities
- To plan the social media (e.g. Instagram, Facebook, etc.) calendar and handle Chinese and English copywriting
- To create visual contents including photo and video shooting as well as editing
- To present ideas, feature script writing, conduct interview and related research
- To perform ad-hoc tasks as 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 multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)
- Major in Journalism, Marketing or Creative Media
- Strong sense of global trends, aesthetics, coordination, and creativity
- Good organisational skill and detail-oriented
- Able to meet tight deadline

No. of Placements: 1



Walk in Hong Kong Limited

www.walkin.hk
SI-CMC

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: Project Intern

Internship Description:

- To assist in developing new cultural walking tours for tourism
- To assist in conducting archive researches, oral history interviews on specific topics related to heritage, community lives, traditions, etc.
- To assist in preparing walking tours and related narrative scripts based on the research findings
- To assist in locating niche target groups and to assist in the execution of marketing and promotion plan
- To assist in image design for social media

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: 5



World Vision Hong Kong

www.worldvision.org.hk
SI-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: Education

Internship Description:

- To assist in designing education and advocacy programmes for schools and teenagers
- To assist in developing educational materials, teaching aids and experiential workshops for students
- To assist in any ad-hoc 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
- Passionate on arousing public awareness on humanitarian issues for young people
- Experience in conducting school activities

No. of Placements: 2



www.bec.org.hk
SI-CSR

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: Achieving Circular Economy in Hong Kong

Internship Description:

- To assist in conducting research and analysis on circular economy and/or zero waste trends and practices
- To assist in developing materials to communicate and advocate circular economy and/or zero waste 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: 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
SI-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 (SMEs) in attaining the sustainable development goals of United Nations
- To compile an inventory of local and overseas best practices of mainstreaming sustainability in business
- To provide research input to the construction of a regional sustainability index
- To help in transcribing data collected from interviews and focus group discussion
- To help 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
- 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



Garage Society

thegaragesociety.com
SI-CSR

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: Corporate Social Responsibility (CSR) and Programme Intern

Internship Description:

- To review and monitor company CSR programme for improvement
- To conduct research and analysis on social enterprise, charity and corporate partners to contribute to upcoming CSR planning
- To support and facilitate events and other CSR initiatives to achieve company's social responsibility goal
- To create impact-related content (blogs, social posts, graphic, and/ or video) for our online community and other digital platforms
- To actively engage with Garage members to connect Garage community to our CSR programme

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 in driving impact and cause-related initiatives with an eagerness to connect with impact enablers in the society
- Able to work independently and think creatively about a variety of challenges whilst working as part of a team

No. of Placements: 1



HUGILL&IP
S O L I C I T O R S

Hugill & Ip Solicitors

www.hugillandip.com
SI-CSR

We are an independent law firm in Hong Kong providing bespoke legal services and exceptional client service to individuals, families, entrepreneurs and businesses, locally and internationally.

Location: Admiralty, Hong Kong

Topic/Post: Corporate Social Responsibility, Social Awareness, Fundraising Programmes

Internship Description:

- To assist in marketing and research related to causes our firm is passionate about: environmental and animal protection, LGBT (Lesbian, Gay, Bisexual, and Transgender) rights, cancer research, family issues, etc.
- To assist in building up a Corporate Social Responsibility campaign for the later part of 2021
- To assist in making a plan and creating content which includes media (traditional and social media) exposure and social issues awareness to benefit the community

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

No. of Placements: 1



Impact46

impact46.co/index.html
SI-CSR

Impact46 is a certified B Corporation dedicated to social impact. We work with philanthropists, impact investors, foundations and CSR departments, as well as non-profits and social enterprises. We provide world-class experience, tools and tech to help foster their social impact.

Location: Lai Chi Kok, Hong Kong

Topic/Post: Research Internship on Environment, Social and Governance (ESG)

Internship Description:

- To assess the configuration and needs of the ecosystem of Foundations (family and corporate) as well as social impact investment /ESG funds in Hong Kong
- To summarise findings in a ecosystem model describing competitors, clients, and the philanthropic environment
- To schedule and conduct meetings with organisations and potential clients in Hong Kong

Special Requirements:

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

No. of Placements: 1



KPMG

www.kpmg.com/cn/en/pages/default.aspx
SI-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

Internship Description:

- To assist in drafting, developing and translating both internal and external communications materials, such as weekly wrap-up, intranet and website content, social media posts etc.
- To coordinate employee volunteer programmes and events
- To conduct research on topics such as CSR, climate change, inclusion and diversity (I&D), environmental, social and governance (ESG), etc.
- To develop information tracking and record keeping tools and templates
- To assist in other administrative work as required 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)
- 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



MTR Corporation

www.mtr.com.hk
SI-CSR

MTR strives to "Keep Cities Moving" by connecting and growing communities with caring, innovative and sustainable services. We use the "Community Connect" platform for initiatives that aims to support everyone from the young to the old in the communities.

Location: Kowloon Bay, Hong Kong

Topic/Post: Corporate Responsibility Initiatives

Internship Description:

- To assist with the execution of annual 'Train' for Life's Journeys summer programme for secondary school students
- To assist with the design and execution of the corporate responsibility initiatives
- To assist in designing messages to better communicate MTR Corporation's corporate responsibility initiatives
- To assist in exploring opportunities to drive university engagement
- To assist in the arrangement of stakeholder engagement activities and other initiatives of the Corporate Affairs Division

Special Requirements:

- 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
SI-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:

- 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
- Applicants from ethnic minority groups are welcome as well

No. of Placements: 2



Ocean Park Hong Kong

www.oceanpark.com.hk
SI-CSR

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: Visitor Experience Survey on Educational Programme

Internship Description:

- To assist in conducting a visitor experience survey on our educational programme through the trend research on conservation actions, problem identification, survey questions setting and conduction, etc.
- To assist in analysing the research findings, providing recommendations on ways to deliver conservation messages and advocate a particular behaviour change on park visitors
- To assist in preparing the final report of the survey

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

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Corporate Social Responsibility



PCCW

www.pccw.com
SI-CSR

PCCW Limited is a global company headquartered in Hong Kong which holds interests in telecommunications, media, IT solutions, property development and investment, and other businesses. PCCW employs approximately 24,000 staff representing 65 nationalities.

Location: Quarry Bay, Hong Kong

Topic/Post: Corporate Citizenship

Internship Description:

- To assist in developing and running Corporate Social Responsibility (CSR) activities and volunteer programmes
- To manage the annual PCCW-HKT Volunteer Award Ceremony
- To assist in the maintenance of CSR intranet and promote company's CSR initiatives through different channels such as Internet, Facebook, LinkedIn, etc.
- To prepare write-up of green tips and latest environmental initiatives in the Staff Newsletter

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
SI-CSR

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

Location: Central, Hong Kong

Topic/Post: Corporate Social Responsibility (CSR) Initiatives

Internship Description:

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

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



SYNC Foundation

syncfoundation.org
SI-CSR

SYNC Foundation is set up and managed by Stan Group (Holdings) Limited (Stan Group), dedicates in driving social innovation and entrepreneurship through grant-making and providing sponsorship to charitable organisations, social enterprises and social entrepreneurs, to cultivate cross-sectoral partnership with various stakeholders in the society.

Location: Mongkok, Hong Kong

Topic/Post: Corporate Responsible and Sustainable (CRS) Policy

Internship Description:

- To assist in planning and implementing charity events and activities for Stan Group
- To assist in formulating and managing funding schemes of two Foundations, including Youth Empowerment (Sports scholarship); and elderly care and geron-technology
- To support the Group in enhancing corporate sustainability including attaining B Corp certification and other recognition
- To liaise and coordinate different departments and business units to benchmarking against best practices and attaining outstanding performance
- To assist in brand building and public engagement to communicate the Group's commitment and focus in the notion of CRS

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
- The above list of task may be subjected to minor changes due to the update of the annual plan of 2021

No. of Placements: 2

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Community or Social Services



Action 18

www.facebook.com/action18.hk
SI-CSS

Action 18, established in August 2019, is a community development and advocacy group rooted in Yuen Long. Our fundamental aim is to encourage communal engagement in current affairs via projects and activities. We are also active in conserving local heritage and culture, particularly those in threat under the rubric of developmentalism.

Location: Yuen Long, Hong Kong

Topic/Post: Internship Programme

Internship Description:

- To organise community development activities
- To conduct research on public policy and town planning
- To assist in district councillors' office daily operation and council affairs
- To prepare document for district council meetings

Special Requirement:

- Although fluency in Cantonese is preferred, non-Chinese speaking students are also welcomed

No. of Placements: 3



Action for REACH OUT

www.afro.org.hk
SI-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 Sex Workers

Internship Description:

- To assist in outreach/online outreach to sex workers
- To assist in service delivery at Action for REACH OUT-in Centre
- To assist in data input and statistical report preparation

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
- Sincere, open-minded, non-judgmental and respectful towards sex workers

No. of Placements: 2



Bridge to China(Wu Zhi Qiao) Charitable Foundation

www.bridgetochina.org.hk
SI-CSS

Wu Zhi Qiao (Bridge to China) Charitable Foundation has two visions. One is to encourage university students and volunteers to help improve the lives of underprivileged villagers in rural China by initiating and implementing footbridge construction projects. Another is to provide an opportunity for volunteers and villagers to develop their mutual understanding and improve communication, so to foster friendship and build spiritual bridges.

Location: Lai Chi Kok , Hong Kong

Topic/Post: Programme Assistant

Internship Description:

- To assist in preparing and organising student workshops and activities
- To assist in preparing and organising the Summer programmes including prior research, post activities reports and publicity in social media
- To assist in project assessment and evaluation to the Wu Zhi Qiao programmes

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



**Catholic Diocese of Hong Kong - Diocesan Pastoral Centre for Workers
(Hong Kong Island)**

www.facebook.com/dpcwhki
SI-CSS

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: Promotion of Psycho-social Well-being of Dual-role Women

Internship Description:

- To assist in analysing the psycho-social problems facing dual-role women and their causes
- To assist in identifying the psycho-social needs of dual-role women
- To assist in promoting psycho-social well-being of dual-role women by means of, for instance, roadshows, leaflets and workshops

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese are preferred, non-Chinese speaking students are also welcomed
- Psychology students are preferred

No. of Placements: 4



Civic Party

www.civicparty.hk
SI-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: Hong Kong

Topic/Post: Community Engagement

Internship Description:

- To assist in planning community development projects
- To assist in the preparation and implementation of events
- To assist in handling 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
- Working at the Party's Headquarter at Fortress Hill or Offices of District Council members

No. of Placements: 3



Feeding Hong Kong

feedinghk.org
SI-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

Internship Description:

- To work alongside our office team to ensure the smooth running of our daily operations
- To provide support for the food drives, school events and food sorting and packing sessions; lead weekly volunteer briefings and tours
- To manage incoming calls and ensure phone messages are relayed to appropriate staff member; to answer the door and greet all visitors and volunteers to the Feeding Hong Kong office
- To support marketing activities including developing marketing materials, researching client data, translate a variety of materials, e.g. newsletters, promotion materials and manuals
- To maintain and enter information into databases and support 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 juggle multiple priorities and to deliver under pressure
- Work accurately, paying close attention to detail
- Good interpersonal and teamwork skills
- Interact with a range of different people, confidently and pleasantly

No. of Placements: 1



Feeding Hong Kong

feedinghk.org
SI-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: Operations and Food Sourcing

Internship Description:

- To support our Operations team to ensure the smooth flow of product donations from the food industry to our charity network; and to assist with food donation sorting, inspection and data capture
- To organise and analyse inventory and partner data and to prepare data reports and analysis
- To conduct research on potential food donors and related events
- To prepare presentation for donor meetings; and to translate a variety of materials, e.g. PowerPoint and promotion materials
- To join donor meetings if necessary and to support other ad-hoc projects and analysis 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
- Good at setting priorities to organise and deliver a range of tasks and projects
- Pay close attention to detail and accuracy
- Work independently with little supervision

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Community or Social Services



Food Angel

www.foodangel.org.hk
SI-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: 2



Food Angel

www.foodangel.org.hk
SI-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: Volunteer Engagement

Internship Description:

- To enhance the engagement with volunteers
- To act as a team leader in facilitating volunteer work in multiple work sites
- To maintain volunteer system database

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



H.K.S.K.H. Tung Chung Integrated Services

香港聖公會東涌綜合服務

HKSKH Welfare Council, Tung Chung Integrated Services

tc.skhw.org.hk

SI-CSS

The vision of the Council is “to achieve harmony and peace among God, human, environment and self, by developing a loving and caring society based on Christ’s spirit.” Tung Chung Integrated Services practices the Council’s vision and mission by emphasizing a person-centered approach setting out to service user’s needs and upholding the principle of holistic care. By providing appropriate services, we hope to transform the lives of people in the community so they may live with value and dignity.

Location: Tung Chung, Hong Kong

Topic/Post: Community Building of Tung Chung

Internship Description:

- To assist in conducting an exploratory study of the impact of town development on the cultural and natural environment of Tai O, Pui O and Shuikou of Lantau Island and developing an educational programme for promotion
- To assist in enhancing the understanding of the social services and community organisation of local district by electronic channel or other means targeted for the ethnic minorities living in Tung Chung area
- To assist in designing and rendering any creative and funny programs for the children with special learning needs and their careers
- To implement any idea initiated and coordinated by the interns for promoting the harmonious community relationship and mutual support of Tung Chung District

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: 2



Hok Yau Club

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: Navigator Scheme 2021

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
- Strong interpersonal and communication skills

No. of Placements: 2



學友社
Hok Yau Club

Hok Yau Club

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: Cheung Sha Wan, Hong Kong

Topic/Post: Hotline for DSE (Diploma of Secondary Education Examination) students

Internship Description:

- To assist in planning volunteer service training
- To join few training sections for counselor
- To become a counselor and do front line service

Special Requirements:

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

No. of Placements: 1



Hong Kong Church Network for the Poor

www.hkcnp.org.hk
SI-CSS

Hong Kong Church Network for the Poor aims to mobilise and empower Christian ministries, business, NGOs and government to collaborate together to improve the being of poor people with the ultimate goal to alleviate inter-generational poverty, resulting in a community transformation in Hong Kong.

Location: Shek Kip Mei, Hong Kong

Topic/Post: Poverty Alleviation Model Development

Internship Description:

- To assist research projects about identifying the successful factors/barriers of social care in local districts, through conducting interviews and compiling data
- To assist in Mentoring Programme for alleviating inter-generational poverty
- To support and strengthen the partnership of organisations providing material, spiritual and mental care to the poor
- To conduct survey on the recently developed service models; to make assessment and evaluate model effectiveness; and to provide recommendations for service improvement
- To assist in project planning and management; to enhance organisation network building and to support in other ad-hoc tasks

Special Requirements:

- Proficiency in written Chinese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Care about the poverty issues in Hong Kong and wants to make a difference

No. of Placements: 4



HONG KONG

Hong Kong Committee for UNICEF

www.unicef.org.hk
SI-CSS

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

Location: Causeway Bay, Hong Kong

Topic/Post: Education

Internship Description:

- To assist in conducting desktop research on child participation and suggest its application in social work
- To assist in developing e-learning content for social workers
- To assist in supporting projects administration works

Special Requirements:

- Fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Preferably with knowledge and background of social work

No. of Placements: 2



HONG KONG

Hong Kong Committee for UNICEF

www.unicef.org.hk
SI-CSS

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

Location: Causeway Bay, Hong Kong

Topic/Post: Youth Engagement

Internship Description:

- To assist in "Youth Engagement Project" preparation and implementation of youth activities
- To assist in desktop research and analysis for project planning and evaluation
- To support projects administration works

Special Requirements:

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

No. of Placements: 2



Hong Kong Women Workers' Association

www.hkwwa.org.hk
SI-CSS

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

Location: Tsuen Wan, Hong Kong

Topic/Post: Community Development Service for Subdivided Households in Tsuen Wan

Internship Description:

- To assist in organising cultural and educational activities at Yi Pei Square in Tsuen Wan
- To assist in visiting families of subdivided households
- To assist in organising activities for children of low-income families

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

No. of Placements: 2



InspiringHK Sports Foundation

www.inspiringhk.org
SI-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: Sports and Youth Empowerment

Internship Description:

- To assist in coordinating sports events, workshops and visits to various sports classes
- To support in recording how students have grown through sports training
- To support administrative and communication work of various sports 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

No. of Placements: 2



Institute For Integrated Rural Development

www.harvest.org.hk
SI-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: Social Sciences Internship

Internship Description:

- To assist in the service design and development for children and youth with elements of future skills education
- To assist in community event management and on-site event support
- To conduct researches on current social phenomena and issues related to poverty, children and youth and education in Hong Kong
- To assist in general administration and operations of the office

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

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Community or Social Services



Inter Cultural Education

www.icehongkong.com
SI-CSS

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

Location: Kwun Tong , Hong Kong

Topic/Post: Community Management Intern

Internship Description:

- To assist in organising regularly community events – Explorers' Month and actively go out within the community to connect with potential stakeholders and business partners
- To assist in work from deciding the workshop schedule and partners to designing and thinking of our marketing strategies
- To assist in curating our Explorers' Month and community initiatives, from internal events to online campaigns and to develop a community for different stakeholders
- To identify the needs of different stakeholders and drive engagement across the ICE network

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
- Passionate about building programmes, events, and engagement around communities
- Interest in cultural integration, diversity and entrepreneurship will be beneficial
- Experience in content creation and community management
- Strong sense of responsibility

No. of Placements: 1



Kadoorie Farm and Botanic Garden

www.kfbg.org
SI-CSS

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

Internship Description:

- To assist in preparation and delivery of nature and art summer camps for children in outdoor
- To assist in eco-guided tours for public visitors to KFBG
- To assist KFBG staff in preparation and delivery of themed nature education programmes
- To assist general administration work and data analysis
- To design and write educational materials

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Physically fit for working in the outdoor and hiking
- Passion for nature education
- Good communication and team working skills
- Experience in working with children and teenagers preferred
- Comfortable and confident in leading group-based activities and tours

No. of Placements: 4



La Violet Charity Foundation

www.laviolet.com.hk
SI-CSS

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

Location: Lai Chi Kok, Hong Kong

Topic/Post: Project Assistant

Internship Description:

- To contribute ideas in "Life beyond routine dream project", creative education projects and multi-media projects
- To explore collaboration opportunities from external parties (e.g. universities, secondary schools, social enterprises, corporate partners, etc.)
- To assist in event management and progress monitoring of various projects
- To explore the potential of yourselves, and initiate meaningful and fun projects that meet the missions and values of the organisation

Special Requirements:

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

No. of Placements: 5



Make A Difference Institute Limited

www.MaD.asia
SI-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: MAD Summer Internship

Internship Description:

- To assist in project coordination, administration and programme implementation, such as logistic support, participants liaison, onsite execution and pre- and post-programme follow-ups
- To assist in publicity and marketing support including editorial assistance, web content development and/or design adaptations
- To provide publication and research assistance, including data collection, editing and proofreading and ethnographic research
- To assist with other administrative work

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



Operation Blessing

www.obhk.org
SI-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: Kwai Chung, Hong Kong

Topic/Post: Families with Special Educational Needs Children

Internship Description:

- To assist in planning, promoting, and implementing programmes for local families with SEN (Special Education Needs) children
- To assist in developing content material for posting on social media platforms for enhancing audiences' understanding and empathy toward SEN community
- To assist in conducting researches in poverty alleviation policies, social resources, and funding sources

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
- Christian is preferred

No. of Placements: 2



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World

www.hkcnc.org.hk
SI-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)

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

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Community or Social Services



政府註冊編號 Registration No. 91/11019

Principal Chan Free Tutorial World

www.hkcnc.org.hk
SI-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: Tai Kok Tsui, Hong Kong

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

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



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: Project and Event Management

Internship Description:

- To assist in annual large-scale fundraising campaign, Orbis Mid-Autumn Festival Charity Sales campaign fundraisers recruitment and orientation, logistic arrangement and booth on-site operation for Mid-Autumn booth sale on weekday and weekend (optional)
- To assist in inventory control of merchandises including packing goods at Orbis office and warehouse, develop promotion materials, prepare and edit product shots for different sales channels
- To conduct market research and suggest merchandise for next year
- To assist in annual large-scale fundraising event, Kid Sight Carnival including contacting various shopping malls and seek venue sponsorship, event planning for game booths and DIY (Do It Yourself) workshop and on-site event assistance
- To assist in preparation of other Orbis events/campaigns such as providing administrative work for the team and to assist in other ad-hoc assignments

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
- Proactive and detail-minded
- Willing to take up administrative work and tasks
- Willing to assist in inventory control and packing

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: Public Relations (PR) and Communications

Internship Description:

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

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Knowledge in multimedia software, video editing and social media platforms
- Excellent interpersonal, communications and writing skills
- Proactive and detail-minded
- Willing to take up administrative work and tasks
- Nice phone manner is necessary
- Proficient in Photoshop, Adobe Illustrator, Premier Pro is preferred but not mandatory

No. of Placements: 2



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: Project Management and Marketing

Internship Description:

- To assist in annual large-scale fundraising event, Kid Sight Carnival, 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, develop materials for social media publication
- To assist the Organization team to organize World Sight Day Pin Campaign, reach and liaise with corporations for joining World Sight Day Campaign by telemarketing
- To help preparing marketing materials for corporations, update corporate database and provide administrative and logistic support for the World Sight Day Campaign

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
- Proactive and detail-minded
- Willing to take up administrative work and tasks
- Nice phone manner is necessary
- Knowledge of photo taking and editing

No. of Placements: 3



Rooftop Republic Urban Farming

www.rooftoprepublic.com
SI-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 Project Intern

Internship Description:

- To support in the planning and execution of our urban farming services, namely farm set-ups, farm maintenance and workshops/events
- To support in the design, implementation of urban farming events/workshops, 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
- To assist in the preparation of promotional materials, social media content, curriculum materials, etc.

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
- Self-starter with strong organisational 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



Rooftop Republic Urban Farming

www.rooftoprepublic.com
SI-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: Marketing Intern

Internship Description:

- To support in conceptualising, and implementation of branded events to raise the profile of urban farming and Rooftop Republic, support the Marketing team to develop and prepare unique and valuable content for our community
- To work with the Marketing team in crafting the social media strategy, content and optimisation, assist in preparation of promotional materials, social media content, curriculum materials
- To develop attractive and engaging content and materials to communicate our value proposition to our prospective clients and partners
- To leverage digital platforms to spread the word and buzz around urban farming, our activities, including the development of eNewsletters, website content, video, etc.

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
- Good attention to detail
- Enjoy working outdoors at our rooftop farms
- Ability to work independently and as part of a team

No. of Placements: 1



SPCA

www.sPCA.org.hk
SI-CSS

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 in Fundraising

Internship Description:

- To assist in preparing and organising various fundraising events, including the Raffle Ticket Exhibition, Flag Day and Uniform Day. Duties include logistics arrangement and sponsorship appeal, etc.
- To assist in Charity Sales and help promote SPCA gift products
- To assist in driving donation by different means, including video shooting, social media or traditional promotional channels

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



SPCA

www.sPCA.org.hk
SI-CSS

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 in Education

Internship Description:

- To assist for our education talks and tours
- To conduct outdoor educational programmes and activities
- To assist in administrative tasks 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)
- Strong interpersonal and communication skills
- Good at drawing will be advantage

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Community or Social Services



St. Barnabas' Society and Home

www.sbsbh.org.hk
SI-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 Management

Internship Description:

- To assist in designing and executing Kid's 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
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 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: Hong Kong

Topic/Post: Internship Programme

Internship Description:

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

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 assigned to work at one of the offices of District Councillor of the Party

No. of Placements: 5



The Federation of Hong Kong & Kowloon Labour Unions

www.hkflu.org.hk
SI-CSS

The Federation of Hong Kong & Kowloon Labour Unions (HKFLU) is dedicated to safeguard labour rights. HKFLU has a total of 128 affiliated and associated unions, representing a wide range of industries, for example, electrical & mechanical industry, public service. HKFLU also plays an active role on social affairs, it provides various community services through its offices and subsidiaries.

Location: Mong Kok, Hong Kong

Topic/Post: Employment Service Ambassador

Internship Description:

- To assist in planning, coordinating and executing support services for the unemployed, youths, women and elderly at district centres
- To assist in implementing ERB (Employees Retraining Board) courses at the Union's training centres
- To provide administrative support at liaison offices and to assist in communicating with the Union's affiliated unions and members

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: 3



The Women's Foundation

www.twfhk.org
SI-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: Community Development

Internship Description:

- To assist in the Girls Go Tech (GGT) Programme
- To assist in collecting data and generating the GGT reports; and to coordinate real-life experiential events such as company visits, workshops, etc.
- To explore and test new online courses, translate the materials if required; and to write content, prepare graphics and research appropriate news and resources for the GGT social media channel and updating the GGT website
- To assist in the logistics and management of events such as Hackathon, STEM (Science, Technology, Engineering and Mathematics) competition, Closing Ceremony, etc. and to assist in compiling evaluation reports and events
- To help with classroom management, facilitate and encourage participants' discussions and participation in activities; and to discuss with TWF staff regarding the curriculum, activities and class observation for further improvements

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

PLACEMENT-BASED INTERNSHIPS (LOCAL)
Community or Social Services



TREATS

www.treats.org.hk
SI-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 for Children and Youth

Internship Description:

- To assist in TREATS social inclusion programmes/ projects as helpers or facilitators
- To assist in searching, compiling and analysing information and statistics of social inclusion and relevant demographic data
- To assist in Dragon Boat for ALL special projects 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)
- Strong interpersonal and communication skills
- Strong identification with TREATS mission for an equal and inclusive society and our approaches of using experiential learning, play, games and other creative means
- Good engaging skills

No. of Placements: 1



Asian Academy of Family Therapy

www.acafamilytherapy.org
SI-RPA

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

Location: Central, 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
- 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 duties are required

No. of Placements: 2



Association Concerning Sexual Violence Against Women

www.rainlily.org.hk
SI-RPA

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

Location: Ho Man Tin, Hong Kong

Topic/Post: Advocacy on Gender-based violence and Service Improvement for Victim-survivors

Internship Description:

- To assist in research for the advocacy projects
- To assist in data compilation and analysis
- To assist in preparation of reports and papers

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



Carbon Care Asia

www.carboncareasia.com
SI-RPA

Carbon Care Asia Limited (CCA) is a leading provider of services on carbon strategy, greenhouse gas reduction, climate change policy advice, and environmental, social and governance reporting. Operating as a professional social business, CCA stands uniquely in the middle of the spectrum between NGOs and purely commercial consultancies. This enables us to provide wide-ranging, independent and expert advice through a market-based approach.

Location: Wanchai, Hong Kong

Topic/Post: Research Internship on Environmental, Social and Governance (ESG)

Internship Description:

- To assist in researching latest sustainability reporting trends and reviewing report content to provide strategic recommendations
- To assist in interviews, data collection and data analysis to provide ESG reports
- To assist in improving sustainability performance of clients

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



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
SI-RPA

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

Internship Description:

- To compile an inventory of local and overseas best practices of social innovations
- To help in transcribing data collected from interviews and focus group discussion
- To provide research input to the social entrepreneurial ecosystem
- To help organise knowledge sharing programmes and networking sessions with entrepreneurial stakeholders

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: 2



Citizen News

www.hkcnews.com/
SI-RPA

Citizen news is formed by a group of experienced journalists in Hong Kong. It is an independent non-profit news platform.

Location: Cheung Sha Wan, Hong Kong

Topic/Post: Research Support

Internship Description:

- To assist in information gathering, data mining and data analysis
- To support the daily operation of the news room
- To provide back office support to frontline news reporting

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)
- The position will provide an opportunity for you to work in the back office support in a news agency

No. of Placements: 1



Civic Exchange

www.civic-exchange.org
SI-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: Central, Hong Kong

Topic/Post: Research, Communications and Events

Internship Description:

- To assist in research areas: climate change, green building, decarbonising the power sector, decarbonising the urban transport, air quality, mobility and transport, social and well-being, walkability and urban, etc.
- To assist in communication tasks on social media, e-newsletter, website, press liaison, marketing, branding, editing, stakeholder management, etc.
- To assist in organising events, such as Zoom meetings, forums, round-tables, workshops, public presentations, etc.

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
SI-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: Hong Kong

Topic/Post: Campaign

Internship Description:

- To assist in campaign management
- To assist in handling 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
- Working at the Party's Headquarter at Fortress Hill or Offices of District Council members

No. of Placements: 3

Community-Engaged Research Internship

SI-RPA

This is a pilot internship stream on research internship with a community focus

Location: Hong Kong (TBC)

Topic/Post: Community Project Impact Assessment

Internship Description:

- To assist in conducting an impact assessment on an community respite care project, or
- To assist in conducting an impact assessment on an innovative elderly care project, or
- To assist in conducting an impact assessment on a programme of Cantonese training for ethnic minority children in Hong Kong

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)
- You will be assigned to one of the projects. If you have any special preference, please indicate in your personal statement
- This project will offer interns opportunities on applied research. The work hours will be different from regular placement-based internships
- Prior trainings on research method will be provided before the internship starts
- Please contact Ms Elsa Lam at lamelsa@hku.hk, if you have any questions about this internship
- Students in their second or third year of studies are preferred

No. of Placements: 8



Federation of Public Housing Estates

www.hkph.org
SI-RPA

The Federation was established in 1985 concerning housing policies in Hong Kong. Its members have contributed as the members of Hong Kong Housing Authority, Long Term Housing Strategy Steering Committee, Task Force on Land Supply, and Task Force for the Study on Tenancy Control of Subdivided Units.

Location: Kwun Tong, Hong Kong

Topic/Post: Researches on Public Housing Estate Renewal and Youth Expectation on Housing

Internship Description:

- To assist in drafting research reports through data collection and analysis so as to deepen the understanding on the development of public housing policies
- To assist in hosting and conducting press conference to release research reports and findings
- To assist and organise social actions on public housing issues, to manage social media platform, to attend media programmes responding to latest housing policies
- To meet with government officials and mass media in exchanging ideas on concerned topics
- To participate in the activities of local and district councillors' offices for community services

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



Hong Kong Policy Research Institute- Hong Kong Vision Project

www.hkpri.org.hk
SI-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

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: 3



Hong Kong Policy Research Institute- Hong Kong Vision Project

www.hkpri.org.hk
SI-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

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

No. of Placements: 4



Hong Kong Public Opinion Research Institute

www.pori.hk
SI-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

Internship Description:

- To assist in research projects
- To assist in preparing research outputs and press releases
- To assist in conducting survey fieldwork (e.g. telephone interviews, on-site interviews, etc.) and quality control checking
- To provide administrative support

Special Requirements:

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

No. of Placements: 3



Hong Kong Public Opinion Research Institute

www.pori.hk
SI-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

Internship Description:

- To assist in statistical analyses for a wide range of research projects
- To assist in performing data cleaning, data validation and result interpretation
- To assist in data mining tasks
- To provide general statistical support

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: 3



Human Rights League Slovakia / Liga za ľudske prava

www.hrl.sk/en/about-us
SI-RPA

Human Rights League is a civic association established in 2005 in the capital of Slovakia - Bratislava, by lawyers and attorneys dedicated to providing legal assistance to foreigners and refugees in Slovakia. Our aspiration is to support building of transparent and responsible immigration, asylum and integration policies respecting human rights and dignity of asylum seekers and refugees. Our initiatives aim to support self-empowerment of foreigners and refugees.

Location: Bratislava, Slovakia

Topic/Post: Refugees and Asylum Seekers

Internship Description:

- To assist in conducting research on the hate crime victims' protection
- To assist with the preparation of simple videos with legal information for hate crime victims
- To assist with the preparation of empowerment info meeting with identified community leaders of Muslim/ refugee/ migrant communities
- To assist our PR colleague in social media communication
- To assist lawyers in dealing with cases of family reunification and respect for family and private life

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
- Legal training is an asset but not a condition

No. of Placements: 1

PLACEMENT-BASED INTERNSHIPS (LOCAL)

Research and Policy Analysis



LuTech

happyer.io/companies/lutech-hongkong
SI-RPA

LuTech is an award-winning blockchain-focused company for traditional investors and the energy industry.

Location: Central/ Shatin, Hong Kong

Topic/Post: Exploring Opportunities of Blockchain in Traditional Industries

Internship Description:

- To assist in assessing the market opportunities in the traditional industries in blockchain
- To assist in researching on the synergy between traditional industries (eg. energy and mining) and blockchain
- To reate research piece and/or Q&As ("What is..") for blockchain applications
- To create thought pieces/content for investors to learn more about the industry
- To undertake comparative analysis of different investment opportunities in blockchain universe

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: 3



Office of Legislative Councillor, Hon. Cheng Chung-tai

www.civicpassion.hk
SI-RPA

The Office assists Hon. Cheng Chung-tai with council meetings and policy-making research. It also responds to citizens' inquiries ranging from government policies and legal disputes.

Location: Central, Hong Kong

Topic/Post: Research Assistant

Internship Description:

- To assist in research in relation to policy-making of the government and local socio-economic issues, e.g. how the recent anti-epidemic policy affects different local businesses
- To assist in writing and editing materials for community projects organised by the Office, and to assist in community event operation if necessary
- To assist in editing Dr. Cheng's speeches (in Chinese) in Legislative Council meetings

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



Official China is a research consulting firm. We use a proprietary model and vast datasets of official documents to decode China's regulations and politics. We also provide assessments, data sets, reports and analysis.

Location: Central, Hong Kong

Topic/Post: Official China to Official Asia: Decoding Government Policies Through Big Data and Public Signals

Internship Description:

- To assist in market and financial research on China
- To assist in designing predictive models on policy risk predictions and algorithmic trading
- To assist in research and newsletter writing on Zero Carbon initiatives in China, Japan and Korea
- To assist in social media (SNS) marketing of Official China's weekly briefs and newsletters for financial companies and China specialists including government officials, professional investors and senior researchers

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
- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 5



OUR HONG KONG
FOUNDATION
團結香港基金

Our Hong Kong Foundation

www.ourhkfoundation.org.hk
SI-RPA

Our Hong Kong Foundation (OHKF) is a leading non-government, non-profit organisation founded in November 2014 under the chairmanship of Mr C.H. Tung, Vice Chairman of the National Committee of the Chinese People's Political Consultative Conference. OHKF's core mission is to promote and contribute to Hong Kong's long-term and sustained prosperity and stability under the 'One Country, Two Systems' principle.

Location: Central , Hong Kong

Topic/Post: Greater Bay Area Research

Internship Description:

- To assist in carrying out research in assigned policy areas such as land and housing, economic development, healthcare and ageing, education and innovation, and social/ cultural developments;
- To assist in writing, editing and other administrative tasks as assigned
- To assist in any other ad-hoc task 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
- Fluent spoken Cantonese or Mandarin would be an asset

No. of Placements: 2



國際培幼會

Plan International Hong Kong

www.plan.org.hk/en/home
SI-RPA

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: Kwun Tong, Hong Kong

Topic/Post: Study on the Funding Landscape of Corporates and Foundations based in Asia

Internship Description:

- To assist in the International Programme and Partnership team to map the funding interest (including the countries, project types, funding amount, etc.) of the corporates and foundations based in Hong Kong and Asia Region
- To assist in the International Programme and Partnership team to match the abovementioned funding interest with the need of Plan's priority countries and programmes
- To assist in the International Programme and Partnership team to develop project brief or slides deck which is used for soliciting funding from the potential donors if the time is allowed after the completion of task 1 and 2

Special Requirements:

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

No. of Placements: 1



Roundtable

www.facebook.com/tien.michael
SI-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 and publicity campaigns as assigned
- To assist in liaising with different parties, members and citizens groups

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
- Good team player with good interpersonal skills Good awareness of current affairs

No. of Placements: 5



Save the Children

savethechildren.org.hk
SI-RPA

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

Location: Sai Wan, Hong Kong

Topic/Post: Human Resources and Administration

Internship Description:

- To assist the Human Resources and Administration team in various projects to enhance the working environment and welfare of the organisation
- To assist the Human Resources and Administration team in development and review of relevant policies and procedures to ensure smooth operation of the working environment
- To take up other initiatives as assigned by the supervisor

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
- With lots of initiatives and with a can-do and adaptable attitude
- Experience in organising or implementing social welfare programme is an advantage
- Committed to resolving contemporary child rights issue

No. of Placements: 1



The Hong Kong Council of Social Service

www.hkcss.org.hk
SI-RPA

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: Advocacy on Poverty Alleviation and Social Development

Internship Description:

- To assist in managing a database and conducting research report for people living in 'Sub-Divided Unit'
- To assist in carrying out community campaign advocating for change in social policy
- To assist in producing content of the poverty web, maintaining the web site; and promoting the website for public education

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)
- Additional merit will be given to student who has knowledge in data science

No. of Placements: 1



The Hong Kong Federation of Youth Groups

www.hkfyg.org.hk
SI-RPA

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: Youth Research

Internship Description:

- To conduct literature review and information search
- To collect and analyse research data
- To assist in digital marketing issues (e.g. manage social media, design post, etc.)

Special Requirements:

- Knowledge in multimedia software, video editing and social media platforms
- Knowledge in research methods (e.g. SPSS)

No. of Placements: 1



東華三院

Tung Wah Group of Hospitals

Youth and Family Services Section, TWGHs

www.tungwahcsd.org/en/our-services/youth-and-family-services

SI-RPA

The Youth and Family Services of TWGHs include day care services for infants and pre-school children, residential services for children and young people, integrated services for family and young people, specialized counseling services, school social work and student guidance services and hotline services. A total of 80 service centres have offered caring support, counseling and development opportunities to children, young people and families in need.

Location: Sheung Wan, Hong Kong

Topic/Post: Evaluation Research on Youth Social Innovation Project

Internship Description:

- To assist the analysis on the data collected of 10 youth social innovation projects by applying SPSS and research knowledge, involving pre- and post-tests of inventories measuring self-esteem, self-efficacy and meaning in life
- To assist in conducting focused group interviews with participants, service recipients, staff, collaborators to conduct qualitative analysis
- To assist in our social incubation groups and activities which may involve connecting our overseas innovators
- To assist in the preparation of the next cycle of social impact incubation projects and its evaluation framework, which may involve practice of marketing strategy and liaison with collaborated research partners

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)
- Interns may be required to conduct focused groups at our different Integrated Youth Centre or at the offices of our collaborators
- Interns may need to work at our Oasis Co-working Space at Kwun Tong if Sheung Wah Headquarter has insufficient space

No. of Placements: 2