

2023 Mind HK Summer Internship Programme (Paid)

**Please note that this internship is not frontline/clinical in nature.*

Mind HK is looking for individuals who are passionate about mental health to join our paid internship programme. Over the course of the 8-week internship over the summer, interns will support one of the following teams in delivering a range of NGO operations, including but not limited to research and content development, marketing and communications, social media content creation, graphic design, and event planning.

1. Digital projects:
 - a. Working closely with the Projects Manager (Digital Projects) on supporting the development and production of digitally related projects (i.e. AI chatbot and customer relationship management system)
 - b. Liaise with vendors to support platform maintenance and development
 - c. Assisting in consolidation of organisation database
 - d. Supporting Projects Manager in daily operations and administrative tasks
2. Training:

Working closely with the Training Manager on supporting the following:

 - a. Coordination of training including but not limited to requests, arrangement, payment among clients, Mind HK, trainers
 - b. Supporting content development of training materials
 - c. Manage stakeholder database
 - d. Create monthly mental health news bulletins and research updates
3. Communications and Fundraising:

Working closely with the Deputy CEO on supporting the following:

 - a. Support campaigns and events
 - b. Social media and website content development
 - c. General communications
 - d. Fundraising support

Internship period: 8 weeks, from 3 July, 2023 to 25 Aug, 2023, weekdays from 9am-5pm (hybrid working mode, including 1-hour lunch time)

Eligibility:

- Students aged 18 or above living in Hong Kong currently pursuing a Degree / Associate Degree / Higher Diploma or equivalent
- Good analytical and problem solving skills
- Good communication skills in English and Cantonese (written and spoken)
- Proficiency in Microsoft Word, Excel and PowerPoint
- Experience in research, content writing, website and app development, event planning, graphic design and/or video editing is a plus

Please prepare the following documents prior to submitting the application form:

1. CV (English)
2. Recommendation letter (English or Chinese)
3. One-pager (English) cover letter with suggested points below:
 - a. Why you would want to work with Mind HK
 - b. What mental health means to you
 - c. How you think you could contribute to Mind HK
4. (Optional) You may upload documents showing your additional skills, e.g. event planning, marketing, social media content development, graphic design, translation, etc.

Please upload your documents in the application form [HERE](#).

Application deadline: 19 May 2023

Successful applicants will be notified by 16 June 2023 latest.

Should you have any questions, please do not hesitate to contact Mr. Matthew Wong and/or Ms. Nicole Lee at hello@mind.org.hk.

About Mind HK

Mind HK (Mind Mental Health Hong Kong Limited) is a S88 registered charity (91/16471) launched in 2017. Our vision is to ensure no one in Hong Kong has to face a mental health problem alone. Through resources, training, and outreach campaigns and programmes, we help to raise awareness of mental health and reduce the associated stigma, with the aim of achieving the best mental health for all in Hong Kong. With existing collaboration and research efforts, we are here to support Hong Kong in becoming a global leader and regional model for public mental health. For more on our work, mission and vision, please visit www.mind.org.hk.

2023 香港心聆有薪暑期實習生計劃

**請注意：本計劃並非前線/臨床性質的實習計劃。*

香港心聆正在招募對精神健康充滿熱誠的本地大專學生參加我們的有薪實習計劃。在為期 8 個星期的實習期間，實習生將協助以下其中一個部門工作，包括但不限於研究及內容製作、市場推廣及傳訊、社交媒體內容製作、平面設計及籌辦活動等。

1. 網絡項目：

- a. 支援網絡項目經理進行與網絡有關的項目製作（例如人工智能虛擬助手及客戶關係管理系統）
- b. 與合作夥伴聯繫以支援平台運作
- c. 協助整理機構數據庫
- d. 協助網絡項目經理進行日常及行政工作

2. 培訓：

協助培訓經理進行以下工作：

- a. 協助培訓事務，包括但不限於培訓查詢及客戶交易安排
- b. 協助製作培訓內容
- c. 管理持份者數據庫
- d. 製作每月精神健康資訊快報及研究更新

3. 傳訊及籌款：

協助副行政總裁進行以下工作：

- a. 活動策劃
- b. 社交媒體及網頁內容製作
- c. 一般傳訊事務
- d. 籌款事務

實習期：8 個星期，由 2023 年 7 月 3 日至 8 月 25 日，星期一至五上午 9 時至下午 5 時（在家及/或於辦公室工作，包含一個小時午餐時間）

報名資格：

- 年滿 18 歲並在香港居住的本地大專學生（大學學士/專上學位/高級文憑或相同資歷）
- 具良好分析及解難能力
- 具良好英文及廣東話溝通能力（聽、講、讀、寫）
- 熟悉 Microsoft 電腦軟件，包括 Word、Excel 及 PowerPoint
- 具研究、撰寫內容、網頁及應用程式開發、籌辦活動、平面設計及/或影片剪接經驗更佳

請準備以下文件：

1. 個人履歷（英文）
2. 由老師或導師填寫的推薦信（中/英文）
3. 一頁應徵信（英文），建議包括以下內容：
 - a. 你希望在香港心聆實習的原因
 - b. 精神健康對你的意義
 - c. 你希望如何運用你的資歷協助香港心聆推廣精神健康
4. 任何能展示你其他技能的證明文件，例如活動策劃、市場推廣、社交媒體內容製作、平面設計、翻譯等。（如有）

請填妥網上報名表（[按此](#)），並在適當的位置上載文件。

截止報名日期：2023 年 5 月 19 日

申請成功者將會在 2023 年 6 月 16 日或之前收到確認通知。

如有任何疑問，請電郵至 hello@mind.org.hk 聯絡 Matthew Wong 或 Nicole Lee。

關於 Mind HK 香港心聆

香港心聆（心聆精神健康香港有限公司）為《稅務條例》第 88 條下的一所註冊慈善機構（91/16471），並於 2017 年成立。香港心聆致力確保香港沒有人需要獨自面對精神健康問題。機構透過網上資源、培訓以及外展活動與計劃，來提升大眾對精神健康的認識及減少污名，達到全民精神健康的目標。透過合作研究，香港心聆希望能推動香港成為公共精神健康界內的全球領袖及地區典範。瀏覽 www.mind.org.hk/zh-hant/ 了解更多香港心聆的工作、使命與願景。