

Health Promotion and Events Intern

Mind HK is a fast-paced, quick-growing mental health charity, with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained almost 30,000 people in mental health awareness and literacy, have an average of 50,000 users per month on our website, and engaged with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a Health Promotion and Events Intern to join our dynamic Conference team. The role will be responsible for supporting the organisation of an international conference (based in Hong Kong) in late 2025. The intern will play a key role in organising Mind HK's 3rd International Mental Health Conference. The intern will assist with event planning and logistics, including coordinating esteemed speakers, supporting marketing and communications efforts, and ensuring the smooth execution of interactive and inclusive sessions such as panel discussions, wellbeing fairs, and workshops. This position offers the opportunity to contribute to a meaningful large-scale event that explores critical mental health challenges across life transitions while engaging with diverse stakeholders and international and local experts.

You will report to the Deputy CEO and work closely with various team members.

Job Responsibilities:

- Assist in the planning and coordination of Mind HK's Mental Health Conference.
- Support event planning and logistics, including speaker coordination, session scheduling, and programme management.
- Help manage communication with speakers, participants, and other stakeholders.
- Support general communications, including website updates, and promotional materials.
- Provide other administrative and/or communications support for conference-related matters as required.

Desired Skills and Qualifications:

We are looking for someone:

- Passionate about improving mental health in Hong Kong
- Strong written and verbal communication skills, including excellent interpersonal skills, fluent in written and spoken English and Cantonese
- Any academic background will be considered
- Hoping to learn about the nonprofit sector and gain experience in event planning
- Basic graphic design e.g. Canva a major advantage
- Detail-oriented and a team player
- Skilled in independent work and able to motivate oneself

Terms:

Full-time (5 days per week) or part-time (at least 3 days per week) on a minimum 6-month contract to start from February 2024.

Salary and Benefits:

The salary for this position is HK\$7,800 per month (full-time). Pro-rata for part-time.

Mind HK offers a 7-hour workday (with flexible hours within allocated time slots), 5 days per week for full-time staff. Our hybrid working model allows flexibility in working locations within Hong Kong, and for limited periods, outside Hong Kong.

Employees are entitled to up to 22 days of annual leave, quarterly mental health days, and medical insurance. As a learning organisation, we provide development and well-being opportunities throughout the year, including up to 2 days of study leave and various training programs. Additional benefits include regular check-ins from clinical staff and staff well-being activities.

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Application:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, full-time or part-time preference, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.

*Please note that we will only inform applicants who are shortlisted

Application Deadline:

Applications will be reviewed on a rolling basis until the position is filled, we recommend applying as soon as possible.