

## **Project Intern - More Than A Label (anti-stigma project)**

Mind HK is a fast-paced, quick-growing mental health charity, with a mission 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 over 30,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a Project Intern to join our MTAL (More Than A Label) team, Mind HK's anti-stigma project. The role will be working closely with the project team and supporting all around duties of the project.

### **Job Responsibilities:**

- Translation and Proofreading/Editing: Assist with accurate translation and proofreading/editing of documents while maintaining brand guidelines.
- Social Media Content Creation and Management: Create engaging content for More Than A Label's social media platforms, aligning with the organization's communication strategy. Schedule posts and monitor social media engagement.
- Basic Graphic Design: Support basic graphic design needs for social media posts, presentations, and other materials, ensuring brand consistency.
- Event Management Support: Assist in organising events, managing logistics, RSVPs, and vendor/partner coordination. Handle administrative tasks.
- Support project materials including content, review, editing and translation, such as marketing materials, external communications, and programme materials.
- Provide administrative and logistic support.
- Perform any other duties as required by the programme and organization.

### **We are looking for someone:**

- Passionate about the topic of mental health
- Strong written and verbal communication skills, including excellent interpersonal skills, fluent in written and spoken English and Cantonese
- Academic background in mental health/psychology, public health, communications, marketing, and/or journalism is preferred
- Knowledgeable in social media content creation eg Instagram posts, Instagram stories
- Basic graphic design, event assistance, and/or website content management skills (preferred, not required)
- Detail-oriented and innovative team player, skilled in independent and collaborative work.

### **Terms:**

Full time (5 days per week) is preferred and/or part-time (can also be arranged, but at least 3 days per week) on a minimum 6 month contract (flexible start date).

### **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](mailto:hr@mind.org.hk) with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.