

## **Mind HK is looking for passionate interns to join our growing teams!**

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 27,000 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.

### **2024 Mind HK Summer/Fall Internships(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, available both over the summer and fall (min. 3 months, max. 6 months). Over the course of the 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 strategy development, fundraising and communications, social media content creation, graphic design, and event planning. We are presently seeking interns for the following:

#### **1. Communications and Events**

- Work closely with the Communications team to support communications content development and review (e.g. social media, website, campaigns, graphic design)
- Assist with translation needs (English to Chinese and Chinese to English)
- Events support (e.g. event planning and management) for large-scale mental health awareness events
- Other communications and events tasks as needed.
- *Someone who is social media savvy is preferred.*

#### **2. Training and Development**

- Coordinate training, including responding to requests, scheduling, arranging payment, and liaising with trainers
- Support training content and resource development
- Create monthly mental health news bulletins and research updates
- Other training and development tasks as needed.
- Additional ad hoc tasks, as requested

#### **3. Fundraising and Partnerships** Support Fundraising & Partnerships team in relevant activities, including conducting outreach to existing and new partners for upcoming campaigns and partnership management

- Assist in coordinating fundraising events, managing logistics, RSVPs, and vendor/partner coordination.

- Handle administrative tasks
- Curate and review content, e.g. for social media, for emails to donors, for promotional and development purposes, including translation and proofreading
- Work with team to support initiatives by donors, eg. peer-to-peer fundraisers, Hong Kong marathon etc.
- Ad-hoc Support: Provide flexible assistance on various fundraising and partnership tasks as needed, ensuring timely completion and high-quality deliverables

**4. Strategy\*6 months internship preferred with a summer start date**

- Work closely with the Deputy CEO on supporting data collection and analysis to assist with strategic development for Mind HK's strategic development process as the team endeavours to create a new strategy for 2025 - 2027. A unique opportunity to be part of helping an NGO develop their new strategy.
- Strong writing and analytical skills are required.
- *Strong communication skills, e.g. editing and design, and/or research skills preferred.*

**5. iACT (Improving Access to Community Therapies) Programme**

- Assist in designing decks for outreach meetings with corporates, schools, and community organisations, both in-person and virtual.
- Assist in designing and producing the programme's branded materials
- Involve in the programme's branding and content development, including website development.
- Support project materials, including content, review, editing, and translation, as well as marketing materials, external communications, and programme materials.
- Provide administrative and logistic support.
- Perform any other duties as required by the programme and organisation

**Internship period:**

- Minimum 3 months, maximum 6 months
- Earliest start date (May 20, 2024). The start date is flexible.
- Summer and fall options are available.
- Part-time (min. 2 days per week) or Full-Time options available.
- Hybrid working mode

*\*Please indicate preferences in the form.*

**Eligibility:**

- Students aged 18 or above living in Hong Kong currently pursuing a Degree (undergraduate or graduate) / Associate Degree / Higher Diploma or equivalent
- Academic background in mental health/psychology, public health, communications, marketing, and/or journalism is preferred
- Good analytical and problem-solving skills
- Strong written and verbal communication skills, including excellent interpersonal skills, fluency in written and spoken English **and** Cantonese preferred
- 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
- Passionate about improving mental health in Hong Kong.

**Application:**

Please submit your application via the form [HERE](#).

**Application deadline:**

- Applications will be reviewed on a rolling basis; we recommend applying **as soon as possible**.
- For summer internships, please apply **no later** than May 19th.

*\*Note that we will only inform applicants who are shortlisted.*

Should you have any questions, please do not hesitate to contact [hr@mind.org.hk](mailto:hr@mind.org.hk)

**Salary and Benefits:**

The salary for this position is 7,000 HKD per month (full-time). Pro-rata for part-time.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (FT staff). In addition, employees receive up to 20 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins, and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.



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.