

Citi-HKCSS Community Intern Program 2023 「花旗集團 - 社聯大學生社責實踐計劃 2023」

List of Placement Organizations 提供實習機構名單

Org. No.	機構名稱	Organization Name (English)	Placement Title 1	Placement Description 1	Placement Title 2	Placement Description 2
P01	香港仔街坊福利會社會服務中心	Aberdeen Kai-fong Welfare Association Social Service Centre	Project Officer 計劃主任	1) Assist in planning the promotion of 50+ Employment Project, so as to attract more 50+ job seekers 2) Assist in operating social media and online stores of service users 3) Assist in handicraft market activities 4) Assist in job matching services of 50+ job seekers	Project Officer計劃主任	1) Assist in conceiving and preparing the promotion plans for various intergenerational activities, including: - Promote the services of the to the community and schools ; - Formulate publicity plans and implement marketing strategies for Elderly Experience activities; 2) Assist in planning and organizing activities, including summer child care activities, Elderly Experience activities, etc.
P02	關懷愛滋基金有限公司	AIDS Concern Foundation Ltd.	Fundraising Intern籌款項目實習生	The Fundraising Intern will be responsible for supporting the fundraising efforts of the organization. The ideal candidate will be a proactive self-starter who is passionate about the organization's mission and has a strong desire to learn about fundraising. Responsibilities: - Assist with the planning and execution of fundraising events, including researching venues, coordinating logistics, and assisting with event setup and cleanup. - Conduct research on potential donors and grant opportunities and assist with the development of grant proposals. - Assist with the organization and management of donor databases, including data entry, gift processing, and acknowledgments. - Help create fundraising materials, such as donor letters and proposals, and assist with the development of the organization's fundraising messaging and campaigns. - Support the development and implementation of donor stewardship strategies to cultivate and maintain relationships with donors. - Provide general administrative support to the fundraising team, including scheduling meetings, taking notes, and managing calendars.	Fundraising Intern籌款項目實習生	The Fundraising Intern will be responsible for supporting the fundraising efforts of the organization. The ideal candidate will be a proactive self-starter who is passionate about the organization's mission and has a strong desire to learn about fundraising. Responsibilities: - Assist with the planning and execution of fundraising events, including researching venues, coordinating logistics, and assisting with event setup and cleanup. - Conduct research on potential donors and grant opportunities and assist with the development of grant proposals. - Assist with the organization and management of donor databases, including data entry, gift processing, and acknowledgments. - Help create fundraising materials, such as donor letters and proposals, and assist with the development of the organization's fundraising messaging and campaigns. - Support the development and implementation of donor stewardship strategies to cultivate and maintain relationships with donors. - Provide general administrative support to the fundraising team, including scheduling meetings, taking notes, and managing calendars.
P03	香港展能藝術會	Arts with the Disabled Association Hong Kong	Assistant Officer (Marketing & Fundraising) 助理主任(市場及籌款)	Assist the marketing and fundraising team in the execution of activities;Responsible for updating the media database;Assist in managing all ADAHK social media platforms, including content creation, design, live steaming etc;Assist in fundraising-related administrative tasks	Assistant Officer (Arts Programme)助理主任	To assist the Assistant Manager, Arts Programme in the coordination of new website building;to research the disability arts programme in Hong Kong and overseas and prepare the web and social media content, including text and image design
P04	大銀力量有限公司	Big Silver Community Ltd.	Project Assistant項目助理	核心職能： - 結合媒體及社會創新，關注人口高齡化，推動年齡友善社區，支援照顧者以推動年齡友善社區為目的，協助社區項目的構思、規劃和執行，並與不同機構聯繫並及時評估社區項目的影響。 工作職責： - 社區參與：策劃和執行社區外展計劃，以培養跨社區的關係並確定創新機會。 - 項目協調：與內部團隊、社區組織和跨合作夥伴就社區項目的願景、策劃和實施進行聯繫。 - 調查與分析：應用一系列分析方法，從不同的相關者/機構收集資料，並根據透徹分析確定目標受眾的需求和痛點。	Project Assistant項目助理	Core Functions: - Aiming at mobilizing society to continuously innovate, experiment on and refine solutions related to aging through solutions journalism. Providing support to the ideation, planning, and execution of community projects through liaison with different parties and timely evaluation of the impact of community projects; Job Duties: - Community Engagement: Design and execute community outreach initiatives to cultivate relationships across communities and identify opportunities to innovate; - Project Coordination: Liaise with internal team, community organizations and cross-sector partners on the visioning, curation, and implementation of community projects. - Research and Analysis: Apply a range of research methods to gather narratives and stories from a diverse set of key stakeholders, and define target audience’s needs and pain-points based on thorough and logical analysis.
P05	聖文德堂轄下文德青少年綜合服務中心	Bonaventure Integrated Children and Youth Centre	Programme Assistant活動助理	組織和聯繫義工或地區人士; 協助帶領青年義工小組; 籌辦社區活動; 協助製作短片或宣傳品以推廣及建立機構形象; 帶領兒童小組或興趣班; 協助接待處工作及其他行政工作。	Programme Assistant活動助理	組織和聯繫義工或地區人士; 協助帶領青年義工小組; 籌辦社區活動; 協助製作短片或宣傳品以推廣及建立機構形象; 帶領兒童小組或興趣班; 協助接待處工作及其他行政工作。
P06	福幼基金會	Caring For Children Foundation	Marketing Assistant市場推廣助理	1. Improvement of org. promotion and marketing areas to achieve higher standards and productivities; 2. Make use of social media skills to enhance the NGO's brand building and position; 3. Planning, Implementing, executing and coordinating marketing events; 4. Suggest and propose pitching potential donors & companies; 5. Establish CSR project between our org. and potential companies; 6. Implement promotional events and relevant publicity and promotional programs; 7. Build network with the press and media.	Project Assistant項目助理	1. Improvement of org. promotion and marketing area to achieve higher standards and productivities; 2. Create and plan a new fund-raising or marketing project for the org; 3. Planning, Implementing, executing and coordinating marketing events; 4. Build collection with potential companies or partners; 5. Volunteers networking; 6. Implement promotional events and relevant publicity and promotional programs.

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P07	明愛香港仔社區中心	Caritas Community Centre-Aberdeen	Intern-Community Development實習社區工作員	1. Assist in coordinating the venue setting and operation measures of "Wahfu Living Hall"; 2. Assist in planning the community building activities of the living hall, and invite residents to initially share the living and cultural stories of the past and present in the public estate; 3. Establish and organize a database of life and cultural stories of public estate; 4. Assist living halls in researching feasible ways to increase income and reduce expenditure to meet operating expenses; 5. Assist in maintaining the daily operation of the Living hall and other administrative and clerical work	Intern-Community Development實習社區工作員	1. Encourage residents to join the membership and participate in the project of "Wah Fu Living Hall"; 2. Assist in the establishment and arrangement of data management systems of various kinds of service users of the public estate; 3. Assist in the formulation of community publicity and promotion strategies for the living hall project, and establish a distinctive image in the community; 4. Assist living halls in researching feasible ways to increase income and reduce expenditure to meet operating expenses; 5. Assist in maintaining the daily operation of the Living hall and other administrative and clerical work
P08	基督教家庭服務中心- 共融事務所	Christian Family Service Centre-Inclusive Affairs	Inclusion Project Practitioner共融計劃執行師	1. Assist in implementation of inclusive community project and service for people with disabilities. 2. Responsible for volunteer recruitment and development. 3. Build up community networks with multi-stakeholder. 4. Provide public education events and activities to participants.	Inclusion project Practitioner共融計劃執行師	1. Assist in implementation of inclusive community project and service for people with disabilities. 2. Responsible for volunteer recruitment and development. 3. Build up community networks with multi-stakeholder. 4. Provide public education events and activities to participants.
P09	社區發展推動基金有限公司-共廚家作	Community Development Enhancement Fund Ltd.-Sharing Kitchen HK	Business Development Executive業務發展幹事	<ul style="list-style-type: none"> • Provide marketing ideas, insights and analysis for home chefs' designed products to explore more sales channels • Assist to implement marketing programs to achieve home chefs' sales targets • Maintain efficient communication with agencies to execute home chefs' sales and marketing activities • Work with food factory for operation support and maintenance • Responsible for social media platform maintenance 	Business Development Executive業務發展幹事	<ul style="list-style-type: none"> • Provide marketing ideas, insights and analysis for home chefs' designed products to explore more sales channels • Assist to implement marketing programs to achieve home chefs' sales targets • Maintain efficient communication with agencies to execute home chefs' sales and marketing activities • Work with food factory for operation support and maintenance • Responsible for social media platform maintenance
P10	浸信宣道會恩禧中心	Conservative Baptist Jubilee Centre	社區發展主任社區發展主任	<ul style="list-style-type: none"> • 協調社區健康宣傳和招募工作及外展活動 • 協助組織的財務管理工作 • 協助制定共享空間的網上推廣工作 · 建構社區健康網絡 • 其他文書工作 	--社區發展主任	<ul style="list-style-type: none"> • 協調社區健康宣傳和招募工作及外展活動 • 協助組織的財務管理工作 • 協助制定共享空間的網上推廣工作 · 建構社區健康網絡 • 其他文書工作
P11	心光盲人院暨學校-Cedar Workshop	Ebenezer School & Home for the Visually Impaired-Cedar Workshop	Assistant Project Officer 助理項目主任	Assist with music performances for visually impaired individuals, coordinate workshops for visually impaired experiences, manage social media, and handle document processing.	Assistant Project Officer 助理項目主任	Assist with music performances for visually impaired individuals, coordinate workshops for visually impaired experiences, manage social media, and handle document processing.
P12	基督教香港信義會金齡薈	ELCHK Essence Hub	Event and Marketing Intern活動名行銷策劃實習生	1) plan and promote marketing strategies for creative aging through self-media management (including Facebook, Instagram, etc.) 2) assist in establishing the central image of Golden Age Club as the first stop for retirement 3) follow up the center's daily activities (online and physical activities) and paperwork	Event and Marketing Intern活動名行銷策劃實習生	1) plan and promote marketing strategies for creative aging through self-media management (including Facebook, Instagram, etc.) 2) assist in establishing the central image of Golden Age Club as the first stop for retirement 3) follow up the center's daily activities (online and physical activities) and paperwork
P13	綠領行動	Greeners Action	Project Assistant項目助理	<ul style="list-style-type: none"> - Assisting in planning, executing and evaluating different environmental and social campaign (e.g. waste reduction and conservation, etc) - Assisting in various administrative works - Communicating and coordinating internal and external parties and volunteers - Researching, coordinating survey and organizing research data - Any ad-hoc task assigned by supervisor 	Project Assistant項目助理	<ul style="list-style-type: none"> - Assisting in planning, executing and evaluating different environmental and social campaign (e.g. waste reduction and conservation, etc) - Assisting in various administrative works - Communicating and coordinating internal and external parties and volunteers - Researching, coordinating survey and organizing research data - Any ad-hoc task assigned by supervisor

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P14	牽手香港有限公司	HandsOn Hong Kong Ltd.	Corporate Program Intern--	<ul style="list-style-type: none"> • Assist in organizing HandsOn HK’s bespoke corporate programs--which help to support our year-round service calendar and free public services; • Assist in ideation and preparation for fundraising initiatives; • Drive logistical arrangements for programs including applying for permits, booking coaches, preparing materials and delivering program packs; • Provide administrative support for programs including writing meeting notes, preparing rundowns, drafting Impact Reports and updating outcome sheets; • Support on-site for programs; • Conduct research and suggest ideas for potential corporate volunteering programs; • Develop and maintain the database of corporate, NGO and vendor contacts. 	Program/Research Intern 牽手香港有限公司	<ul style="list-style-type: none"> • Conduct program/Hong Kong issue overlay to analyze the current breadth of NGO partners that HandsOn Hong Kong is currently working with and how well HandsOn is addressing the needs of the local community / any potential service gaps. • Attend a range of volunteering activities and make observations on different aspects including service mode, volunteer experience etc in order to make recommendations that enrich the service experience. • Conduct qualitative interviews with select NGO partners and volunteer leaders to obtain feedback that will analysis of how well HandsOn is meeting the needs of our partners and potential areas for improvement or growth. • Deliver suggestions of HandsOn Hong Kong service gaps and recommend a list of potential NGOs that HandsOn should support in the coming year based on all the information collected. Grant support: • Assist with research that informs potential grants that HandsOn may apply for and manage the grantor list accordingly; • Assist with the drafting of any upcoming grants for HandsOn to apply for; Admin: • Develop and maintain HOHK database of NGO, volunteer and marketing contacts
P15	快樂港仁	Healthy Hong Kong	Project Assistant項目助理	1) to organize our annual BIG event-Tianjiu; 2) Assist to promote HHK services via social platform; 3) To give out a creative promotion plan for the charity sale of handmade soap and herbal tea bag; 4) To assist the office work	Project Assistant項目助理	1) To organize our annual BIG event-Tianjiu; 2) Assist to promote HHK services via social platform; 3) To give out a creative promotion plan for the charity sale of handmade soap and herbal tea bag; 4) To assist the office work
P16	香港青少年服務處	Hong Kong Children & Youth Services	Fieldwork Business Development Secretary實習業務發展幹事	1. Network Building: assist in liaison work of volunteers, event and community activities organizing. 2. Brand Building:assist in formulating and implementing promotional plans for general and special education needs children so as to analyse service needs and set up strategies for business development 3. Daily operation of the center: front desk service inquiry, financial information integration	Fieldwork Business Development Secretary實習業務發展幹事	1. Network Building: assist in liaison work of volunteers, event and community activities organizing. 2. Brand Building:assist in formulating and implementing promotional plans for general and special education needs children so as to analyse service needs and set up strategies for business development 3. Daily operation of the center: front desk service inquiry, financial information integration
P17	香港進食失調康復會	Hong Kong Eating Disorders Association Ltd.	Communication & Promotion Assistant 傳訊推廣助理	<ul style="list-style-type: none"> • To assist in community exhibition enhancing public emotional health relating to body image and eating disorders • To design one game booth and implement in the mentioned community exhibition (held at D Park in late July) • To create one psychological IG post to promote mental wellness • To provide administrative and logistic support 	Communication & Promotion Assistant 傳訊推廣助理	<ul style="list-style-type: none"> • To assist in community exhibition enhancing public emotional health relating to body image and eating disorders • To design one game booth and implement in the mentioned community exhibition (held at D Park in late July) • To create one psychological IG post to promote mental wellness • To provide administrative and logistic support
P18	香港傷殘青年協會	Hong Kong Federation of Handicapped Youth	Project Worker計劃幹事	Job Description: - Learn to write a funding proposal under the guidance of social work colleagues. - Assist in planning and promoting a program for a disabled workforce team. - Assist in producing short videos to promote the work abilities of people with disabilities - Assist in planning online promotion of employment services for people with disabilities.	Project Worker計劃幹事	Job Description: - Learn to write a funding proposal under the guidance of social work colleagues. - Assist in planning and promoting a program for a disabled workforce team. - Assist in producing short videos to promote the work abilities of people with disabilities - Assist in planning online promotion of employment services for people with disabilities.
P19	香港路德會社會服務處 - 聯和市場城鄉生活館	Hong Kong Lutheran Social Service - Luen Wo Market House of Urban and Rural Living	Marketing and Operation Assistant (Culture)市場及營運助理（文化）	<ul style="list-style-type: none"> •Coordinate the preparatory work for the soft launching and opening of Luen Wo Market •Assist and arrange events, workshops and guided tours •Assist in the implementation of different promotions and marketing campaigns •Execute online promotion work •Provide general clerical support 	PR and Communications Assistant (Culture)傳訊及公共關係助理（文化）	<ul style="list-style-type: none"> •Responsible for planning and publicity for the soft launching and opening of Luen Wo Market •Assist in preparing press kit •Arrange media interviews, organize press conferences and handle media inquiries •Strive for media exposure opportunities for the development trend of Luen Wo Market •Enhance the reputation and brand image of Luen Wo Market

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P20	香港基督教女青年會	Hong Kong Young Women's Christian Association	Operation and Marketing Assistant市場推廣及運作助理	Job Description: (1)Students will be assigned to work in three social enterprises of HKYWCA – Y Garden View Lounge, Y Silver Link and Y Fitness. Main duties include: (2)Assist in planning and implementing different marketing and promotion programs, i.e. social media, roadshow, website, promotion materials, write-up, etc. (3)Assist in the daily operation of the existing social businesses, i.e. stock management, orders and enquiry handling, etc. (4)Provide various administrative support to social business operations. (5)Assist in ad-hoc projects or assignments.	Operation and Marketing Assistant市場推廣及運作助理	Job Description: (1)Students will be assigned to work in three social enterprises of HKYWCA – Y Garden View Lounge, Y Silver Link and Y Fitness. Main duties include: (2)Assist in planning and implementing different marketing and promotion programs, i.e. social media, roadshow, website, promotion materials, write-up, etc. (3)Assist in the daily operation of the existing social businesses, i.e. stock management, orders and enquiry handling, etc. (4)Provide various administrative support to social business operations. (5)Assist in ad-hoc projects or assignments.
P21	寰宇希望	HOPE worldwide	Health Promotion Officer健康推廣主任	1. Coordinate the logistical and administrative arrangement for oral health and health promotion initiatives and community engagement during outreach; 2. Develop and implement digital marketing plans to promote oral health, building community capacity and network in the district	Health Promotion Officer健康推廣主任	1. Coordinate the logistical and administrative arrangement for oral health and health promotion initiatives and community engagement during outreach; 2. Develop and implement digital marketing plans to promote oral health, building community capacity and network in the district
P22	凝動香港體育基金	InspiringHK Sports Foundation	Sports Programme Intern體育項目行政實習生	1. Support sports events, workshops and visit to various sports classes and support the record of how students have grown through sports training; 2. Support the organisation of Community Sports Promotion Activities, e.g. Community Carnival, Sports Tasting, Health Talks etc.; 3. Support administrative work of various sports programmes, including but not limited to data collection, data entry, perform impact measurement analysis; 4. Support research and new programme idea generation, non-sports learning experience activities and advocacy initiatives; 5. Perform any other duties as assigned.	Sports Programme Intern體育項目行政實習生	1. Support sports events, workshops and visit to various sports classes and support the record of how students have grown through sports training; 2. Support the organisation of Community Sports Promotion Activities, e.g. Community Carnival, Sports Tasting, Health Talks etc.; 3. Support administrative work of various sports programmes, including but not limited to data collection, data entry, perform impact measurement analysis; 4. Support research and new programme idea generation, non-sports learning experience activities and advocacy initiatives; 5. Perform any other duties as assigned.
P23	啓愛共融基金有限公司	J Life Foundation Ltd.	Fundraising and Marketing Intern (funding proposals, research, social media)籌資及市場營運實習生	•To assist in correspondences of emails and telephone calls, •To assist in administrative support in internal and external affairs, •To assist in funding proposals, presentations, and reports, •To assist in research and building database, •To promote J Life in social media via different platforms and media, •To assist with daily operations when needed	Operational Assistant營運助理	•To assist in correspondences of emails and telephone calls •To assist in daily operations of food logistics.e.g. coordinate member volunteers •To assist in record keeping of logistics, research and building database •To promote J Life in social media via different platforms and media
P24	心晴行動慈善基金	Joyful (Mental Health) Foundation	Marketing Trainee行銷實習生	1. Coordinate and participate in the foundation's fund-raising events as well as workshops and seminars in the community, campus and other corporation. 2. Create and publish social media content. 3. Plan and implement community promotional activities 4.Other office clerical work	Marketing Trainee行銷實習生	1. Coordinate and participate in the foundation's fund-raising events as well as workshops and seminars in the community, campus and other corporation. 2. Create and publish social media content. 3. Plan and implement community promotional activities 4.Other office clerical work
P25	願望成真基金	Make-A-Wish Hong Kong	Marketing Intern--	-Manage and maintain social media platforms including LinkedIn, Facebook, Instagram to build company awareness. -Assist in implementation of marketing initiatives, including events, media and promotions -Copywriting for marketing materials, including publications -Prepare marketing materials, market researches and ad hoc tasks	Marketing Intern--	-Manage and maintain social media platforms including LinkedIn, Facebook, Instagram to build company awareness. -Assist in implementation of marketing initiatives, including events, media and promotions -Copywriting for marketing materials, including publications -Prepare marketing materials, market researches and ad hoc tasks
P26	香港醫藥援助會	Project Concern Hong Kong	Assistant Project Executive--	1. Videos production for the charity eye services. Aim to promote the charity medical services to the poor and sickness, share the medical sponsorship programme to the underprivilege. The videos production will include story board drafting, planning all the details such as on-site shooting, patient interview, video editing and script writing. 2. Explore the further growth of eye services in community such as organization branding development, services promotion and etc. 3. Design and make a game booth for promoting eye health message and attract people to participate in the eye health promotion activity. 4. Support the implementation of different health promotion activities such as eye and oral health talks. 5. Administrative support for various funding reports, statistical reports of eye and Chinese medicine clinics.	Marketing Executive (Customer Relationship Management)--	1. Support the implementation of online health promotion activities, eg. PCHK website, Facebook 2. Prepare and design health promotion materials, eg. leaflet, poster, banner 3. Assist in reviewing the teaching materials for Dental Surgery Assistant course 4. Administrative support related to the service quality and ad hoc projects 5. Analyze and summarize the statistic data of the sponsorship programmes
P27	聖巴拿巴會之家	Saint Barnabas' Society & Home	Project Officer項目主任	1. Oversee project work-plan performance, participating in project planning, budgeting, implementation, monitoring, reporting and program development. 2. Plan, implement and evaluate fundraising events and revise action Plan. 3. Support on events, social media and general clerical duties	Project Officer項目主任	1. Oversee project work-plan performance, participating in project planning, budgeting, implementation, monitoring, reporting and program development. 2. Plan, implement and evaluate fundraising events and revise action Plan. 3. Support on events, social media and general clerical duties

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P28	香港救助兒童會	Save The Children Hong Kong	Executive Assistant 1行政助理 1	- 支援團隊進行項目/活動宣傳，包括準備宣傳材料（例如海報）、IG 和 Facebook - 分析參與者/受助人的數據 - 項目/活動前後和期間的文書和後勤支持 - 協調內部和外部的會議	Executive Assistant 2行政助理 2	- 支援團隊提供文書工作和研究 - 支援團隊加強和改進各種制度和機制 - 支援團隊制定內部和治理的政策/協議。 - 支持團隊的日常運營（例如行政、IT、財務和人力資源）
P29	龍耳	Silence	Marketing Innovator市場創革及策劃專員	1. Conduct professional marketing analysis, data collection and interpretation. 2. Streamline and optimize the membership and service management system. 3. Explore various plan for public promotion of agency services, including event promotion (eg posters, leaflet) 4. Maximum the social image and goodwill of agency by utilizing social platforms (including Facebook and Instagram).	Social Impact Initiator社會效益發動員	1. Build up relationships and promote cooperation between business sectors. Establish a network and have a chance for cooperation. 2. Establish a bridge for the organization and different sectors by utilizing social platforms (including Facebook and Instagram). 3. Explore various plans for public promotion of agency services, including event promotion (eg posters, leaflet). 4. Broaden the market to find more job opportunities for members, and embrace social inclusion.
P30	香港戒毒會	Society for the Aid and Rehabilitation of Drug Abusers	Public Relation and Promotion Assistant公關及宣傳幹事	assist in implementation of promotional activities and ise social media and digital means for promotion, assist in organisation of promotional activities	Digital Design Assistant數碼設計幹事	design of digital content, curation and production of content for Facebook, Instagram and Youtube
P31	南葵涌社會服務處樂融天地	South Kwai Chung Social Service Cheers	Project Development Trainee項目發展實習生	- Assist in the operation and development of social enterprise services (Elderly Co-op Shop, Speech & Swallowing Therapy Centre; - Prepare service operation reports; - Assist in the promotion and implementation of organization’s activities; - Maintain the daily operation of the organization, including drop-in services, administrative and clerical works, support services of other units; - Assist in develop innovative services and support intelligent management system settings	Project Development Trainee項目發展實習生	- Assist in the operation and development of social enterprise services (Elderly Co-op Shop, Speech & Swallowing Therapy Centre; - Prepare service operation reports; - Assist in the promotion and implementation of organization’s activities; - Maintain the daily operation of the organization, including drop-in services, administrative and clerical works, support services of other units; - Assist in develop innovative services and support intelligent management system settings
P33	香港華人基督會	The Hong Kong Chinese Church of Christ	Service Development Officer (Family)服務發展幹事(家庭)	1) Coordinate and plan the local publicity work to promote the service image of the centre, and mainly provide service support for low-income families and the solitary elderly; 2) Assist the member connection and service management of the centres; 3) Organizing and coordinating programs and activities for designated purpose; 4) Support the use of social media promotion services, including web pages, Facebook, Whatsapp etc; 5) Other work: paperwork, finance, resources and site management, etc.	Service Development Officer (Elderly)服務發展幹事(長者)	1) Coordinate and plan the local publicity work to promote the service image of the centre, and mainly provide service support for low-income families and the solitary elderly; 2) Assist the member connection and service management of the centres; 3) Organizing and coordinating programs and activities for designated purpose; 4) Support the use of social media promotion services, including web pages, Facebook, Whatsapp etc; 5) Other work: paperwork, finance, resources and site management, etc.
P34	聯合國兒童基金香港委員會	The Hong Kong Committee for UNICEF	Communcations & Marketing Intern傳訊及營銷實習生	Develop social media content, Digital content creation eg. Design photos and create videos, Develop marketing ideas, Assist on research and admin works	Communcations & Marketing Intern傳訊及營銷實習生	Develop social media content, Digital content creation eg. Design photos and create videos, Develop marketing ideas, Assist on research and admin works
P35	香港復康會-華康便利店有限公司	The Hong Kong Society for Rehabilitation-Wah Hong Convenience Store Ltd.	Marketing Assistant Internship市場助理實習	Assist marketing team with social media and event promotion, including the production of promotional materials	Internship (Communication & Resource Development)實習生 (傳訊及資料拓展部)	<ul style="list-style-type: none"> • Create and update online marketing collaterals for fundraising campaign (e.g. website, social media feeds, eDM, newsletter etc.) • Assist in production of promotional materials (e.g. printed flyers, brochure, event souvenirs) • Produce and edit promotional videos • Assist the team to develop and implement HKSR's signature event – Barrier Busters 2023 • Engage and retain current donors/volunteer/corporate partnership • Explore ideas and channels for online and offline fundraising programs • Coordination & implementation of CRM Program

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List of Placement Organizations 提供實習機構名單

Org. No.	機構名稱	Organization Name (English)	Placement Title 1	Placement Description 1	Placement Title 2	Placement Description 2
P36	香港善導會	The Society of Rehabilitation and Crime Prevention, Hong Kong	Brand & Communications Officer品牌及傳訊主任	1. Assist in organising and implementing volunteer activities, other public-relations and fundraising events; 2. Prepare and draft various communications materials, i.e. press release, newsletter, speech etc; 3. Handle different type of promotional materials, i.e. video, poster, booklet, souvenir etc; 4. Manage marketing channels incl. website, Facebook or other digital marketing platforms by regular content updates; 5. Cultivate and maintain good network with various stakeholders; 6. Support administrative duties of the department.	Assistant Project Officer (Hang Seng Youth Career Planning Scheme) 助理計劃主任(恒生青年前路探索計劃)	1. Plan, prepare and assist the operation of career planning and development programme (including entrepreneurship training & employment preparation) to the targeted youth. 2. Plan and conduct service promotion via multi-media 3. Assist administrative work and data management.
P37	小彬紀念基金會	The Zubin Foundation	Trainee, Project and Advocacy助理幹事（項目及宣傳）	1) Create and support content development for workshops, presentations, publications, short video clips and toolkits around advocating social inclusion and increasing the understanding of ethnic minorities in Hong Kong; 2) Come up with content for digital marketing and post on social and traditional media to advocate for social inclusion in Hong Kong and promote programmes which improves the lives of ethnic minorities; 3) Support in logistics and coordination of both in-person and virtual events (talks, seminars, workshops) about social inclusion and capacity building for ethnic minorities; 4) Engage with members in Hong Kong's ethnic minorities, to understand the needs of the community	Trainee, Project and Advocacy助理幹事（項目及宣傳）	1) Create and support content development for workshops, presentations, publications, short video clips and toolkits around advocating social inclusion and increasing the understanding of ethnic minorities in Hong Kong; 2) Come up with content for digital marketing and post on social and traditional media to advocate for social inclusion in Hong Kong and promote programmes which improves the lives of ethnic minorities; 3) Support in logistics and coordination of virtual events (talks, seminars, workshops) about social inclusion and capacity building for ethnic minorities; 4) Engage with members in Hong Kong's ethnic minorities, to understand the needs of the community
P38	親切	TREATS	Community Service Assistant (Internship)社區服務助理	Assist in building TREATS' brand and enhance its exposure and public awareness; Assist in managing social media; Assist in developing online campaign; Assist in coordinating activities; Assist in building and managing data bases	Community Service Assistant (Internship)社區服務助理	Assist in building TREATS' brand and enhance its exposure and public awareness; Assist in managing social media; Assist in developing online campaign; Assist in coordinating activities; Assist in building and managing data bases
P39	義遊	VolTra Hong Kong	Cross-cultural Project Assistant跨文化項目助理	A) Support the team to plan and execute projects related to cross-cultural youth development from start to completion involving deadlines, milestones, and processes B) Support the operation of International workcamp placement by developing preparation materials, pre-camp briefing session and volunteer support. C) Assist the team to build and maintain a close and supportive community of change-seekers and organizations to cultivate impactful actions D) Assist the team to execute various funding programme and ensure the programme is on track and achieve its objectives E) Assist the team to work on other ad hoc projects as assigned	Community Impact Assistant社區影響力項目助理	1) Support the daily operation of micro-volunteering and other funding projects 2) Assist the team in building and maintaining a close and supportive community of change-seekers and change-makers to cultivate impactful actions 3) Assist the team to execute various community programme and ensure the programme is on track and achieve its objectives 4)Work on other ad hoc projects as assigned
P40	仁愛堂田家炳銅鑼灣長者活動中心	Yan Oi Tong Tin Ka Ping Causeway Bay Elderly Centre	Placement Programme Worker實習工作員	1. Design and implement Centre promotion items, including interview with service users, produce videos and online publicity etc. 2. Assist the Community eHealth Care Project for the elderly, they may concern and understand to maintain personal health. 3. Promote the application of information technology; serve elderly to use social tools, instant messaging software and video conferencing etc. 4. Participate the volunteer development, promote a positive mindset and reduce pressure in life, join services with the elderly. 5. Support the Centre operation, including activity participation, general administrative work etc.	Placement Programme Worker實習工作員	1. Design and implement Centre promotion items, including interview with service users, produce videos and online publicity etc. 2. Assist the Community eHealth Care Project for the elderly, they may concern and understand to maintain personal health. 3. Promote the application of information technology; serve elderly to use social tools, instant messaging software and video conferencing etc. 4. Participate the volunteer development, promote a positive mindset and reduce pressure in life, join services with the elderly. 5. Support the Centre operation, including activity participation, general administrative work etc.
P41	社區文化發展中心	Centre for Community Cultural Development Limited	Project co-ordinating intern	Assistance in handling a full spectrum of office administrative support to the organization; Assistance in providing a full spectrum of administration services to the organization including support on different ongoing projects.	Project Coordinating intern	Assistance in handling a full spectrum of project coordinating support to all project officers in the organization; Assistance in providing a full spectrum of promoting support to the organization on different ongoing projects.

* The Organizer reserves all the rights of any changes and interpretations of the list. 主辦單位保留更改及解釋此名單之權利。