

List of Placement Organizations 提供實習機構名單						
Prog No.	機構名稱	Organization Name (English)	Placement Title 1	Placement Description 1	Placement Title 2	Placement Description 2
P01	關懷愛滋基金有限公司	AIDS Concern Foundation Limited	Marketing and Communications Summer Intern	<p>Assist to prepare and distribute marketing materials, digital internal and external newsletters, eDMs, publicity / media materials, annual report, etc.</p> <p>- Assist to handle event management duties including event materials writing, co-ordination for publications, photos & videos.</p> <p>-Update corporate external and internal website to ensure brand, message and content consistency</p> <p>-Assist to media interview, monitor and follow up media interviews and press releases</p>	Marketing and Communications Summer Intern	<p>- Assist to prepare and distribute marketing materials, digital internal and external newsletters, eDMs, publicity / media materials, annual report, etc.</p> <p>- Assist to handle event management duties including event materials writing, co-ordination for publications, photos & videos.</p> <p>-Update corporate external and internal website to ensure brand, message and content consistency</p> <p>-Assist to media interview, monitor and follow up media interviews and press releases</p>
P02	關注婦女暴力協會	Association Concerning Sexual Violence Against Women	Resource Development Assistant	<p>- Fundraising/donation strategy – Submit proposal of 1-2 fundraising activities including budget plan, marketing strategy, artwork design (if any), fundraising target and etc.; execution of the fundraising activities and evaluation; explore potential individual or group donors and networking plan.</p> <p>- Events – Assist the planning, ATL/BTL promotion and execution of the community education programs, e.g. communication screening, booth display, carnival/open day, as well as being the ambassador to spread the message of our mission statement: Promote gender equity, strive for zero sexual violence</p> <p>- Analysis – Provide a SWOT analysis of the organization and suggest workable improvement, or; analysis of the past of existing donor recruitment plan/fundraising activities and suggestions.</p>	Resource Development Assistant	<p>- Fundraising/donation strategy – Submit proposal of 1-2 fundraising activities including budget plan, marketing strategy, artwork design (if any), fundraising target and etc.; execution of the fundraising activities and evaluation; explore potential individual or group donors and networking plan.</p> <p>- Events – Assist the planning, ATL/BTL promotion and execution of the community education programs, e.g. communication screening, booth display, carnival/open day, as well as being the ambassador to spread the message of our mission statement: Promote gender equity, strive for zero sexual violence</p> <p>- Analysis – Provide a SWOT analysis of the organization and suggest workable improvement, or; analysis of the past of existing donor recruitment plan/fundraising activities and suggestions.</p>
P03	明朗服務有限公司	Bright Services Company Limited	市場推廣幹事	跟進社企之日常工作; 宣傳及推廣社企業務;其他文書工作	公共關係幹事	跟進機構之日常工作;宣傳及推廣學校、公司、機構使用我司服務;其他文書工作
P04	兒童脊科基金有限公司	Children Chiropractic Foundation Limited	Project Officer	<ol style="list-style-type: none"> 負責策劃及統籌本會的大型活動及社區教育服務 負責策劃及推行各項籌款活動 負責策劃本會的服務品牌推廣與贊助人的連繫工作 負責社區連繫工作：組織、聯繫義工或地區人士，籌辦社區活動、建立伙伴合作關係以及資料庫管理 	Project Officer	<ol style="list-style-type: none"> 負責策劃及統籌本會的大型活動及社區教育服務 負責策劃及推行各項籌款活動 負責策劃本會的服務品牌推廣與贊助人的連繫工作 負責社區連繫工作：組織、聯繫義工或地區人士，籌辦社區活動、建立伙伴合作關係以及資料庫管理
P05	社區藥物教育輔導會	Community Drug Advisory Council	Program Officer	<ul style="list-style-type: none"> - To understand the service through programs observation - To perform market analysis and research on the service users' need, potential competitors, market place and future opportunity - To provide suggestion for service gap in new school term - To assist in brand building and develop innovative promotion strategies plan - Application of social media, e.g. manage Facebook page, set up new organization website - To produce an agency introduction video to promote the service - To render direct service for various target group, e.g. school community, family, ethnic minority 	Program Officer	<ul style="list-style-type: none"> - To understand the service through programs observation - To perform market analysis and research on the service users' need, potential competitors, market place and future opportunity - To provide suggestion for service gap in new school term - To assist in brand building and develop innovative promotion strategies plan - Application of social media, e.g. manage Facebook page, set up new organization website - To produce an agency introduction video to promote the service - To render direct service for various target group, e.g. school community, family, ethnic minority
P06	國際十字路會	Crossroads Foundation Ltd	Volunteer Coordinator	<ul style="list-style-type: none"> * Coordinate volunteer bookings for groups and individuals, including assessing group objectives, managing correspondence, and project managing their volunteering experience. * Brief/debrief volunteering groups. * Communicate volunteering impact to volunteering groups. * Manage volunteering database/CRM as well as research to enhance volunteering opportunities. * Liaise with Crossroads departments to prepare, match and allocate upcoming tasks to the pipeline of scheduled volunteering groups. * Deliver special projects as needed that will further enable Crossroads to provide meaningful and effective volunteering opportunities. 	Communications Intern	<ul style="list-style-type: none"> * Interview with clients and volunteers * Writing reports about the impact of Crossroads work * Translating communications materials * Coordinating offsite visits with our partner organisations in Hong Kong * Administrative tasks as required
P07	職工盟教育基金有限公司	CTU Education Foundation Limited	資源發展助理	<ol style="list-style-type: none"> 為職工盟教育基金策劃及執行品牌形象、傳訊推廣等相關工作，進一步提高公眾對職工盟理念和服務認識。並宣傳環保意識 拍攝基層工友接受各類型職業培訓的實況，推廣成人教育，工友自我增值，自強不息的理念 探索計劃與各企業合作機會和空間，建立長遠伙伴關係 	環保研究助理	<ol style="list-style-type: none"> 協助研究，訪問調查，數據分析，網上資料搜集； 協助舉辦環保教育活動

P08	樂餉社	Feeding Hong Kong	Research & Copywriting Intern	<ul style="list-style-type: none"> - Collect, evaluate, interpret and analyse statistics and facts from a range of sources on poverty, food insecurity, food waste, and foodbanking globally and in Hong Kong; - Write and edit English copy and coordinate with volunteers on translation into Chinese; - Deliver creative ideas that are on brand and strategy, while maintaining accuracy and consistency in writing style. - Design and create graphics to visualize statistics and effectively communicate key facts and ideas. 	Charity Outreach Support Intern	<ul style="list-style-type: none"> - Plan and perform annual charity survey to review the recent corporation; - Assist Charity Director to visit and interview our charity partners; - Help to draft and prepare the annual charity report; - Make reasonable suggestions and recommendations according to the result; - Manage incoming calls and ensure phone messages are relayed to appropriate staff member; - Answer the door and greet all visitors and volunteers to the Feeding Hong Kong office; - Maintain and enter information into databases.
P09	膳心連基金	Foodlink Foundation	Marketing Executive	<ol style="list-style-type: none"> 1. Responsible for using different digital channel to promote Foodlink images 2. Liaise with different stakeholders, including NGOs, corporate and schools to organize different activities 3. Maintain the content of website and social media 4. Participate in exploring new corporate and NGO partners 	Marketing Executive	<ol style="list-style-type: none"> 1. Plan and execute a marketing research to review Foodlink positions and provide directions for future development 2. Prepare reports and summarize data for internal review 3. Draft new marketing materials
P10	牽手.香港	HandsOn Hong Kong Limited	Corporate Program Intern	<p>Corporate Program Intern</p> <ul style="list-style-type: none"> ● Provide support to HandsOn Hong Kong Corporate Program team specifically on corporate volunteering programs; ● Coordinate logistical arrangements for corporate volunteering programs including applying for permits, booking venues, drafting rundowns, preparing materials and delivering program packs; ● Support the team on-site at these programs; ● Support the team to draft Impact Reports, write up meeting notes, update outcome sheets, maintain inventory levels and records, etc.; ● Attend NGO/vendor meetings with the team and provide secretarial support; ● Develop and maintain the database of corporate accounts. 	Program/Research Intern	<p>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.</p> <ul style="list-style-type: none"> ●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 analyze 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. <p>Grant support:</p> <ul style="list-style-type: none"> ●Assist with updating the grant funding list 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; <p>Admin:</p> <ul style="list-style-type: none"> ●Develop and maintain HOHK database of NGO, volunteer and marketing contacts <p>Presentation of your findings and learnings upon the end of the internship.</p>
P11	醫護行者	Health In Action	公共關係幹事	<ol style="list-style-type: none"> 1. 跟進機構之日常工作; 2. 宣傳及邀請學校、公司、機構參與活動; 3. 協助到學校及不同機構進行教育工作, 例如工作坊、講座等; 4. 協助策劃及參與機構的籌募活動、拓展捐獻者的資料庫等; 5. 其他文書工作 	公共關係幹事	<ol style="list-style-type: none"> 1. 跟進機構之日常工作; 2. 宣傳及邀請學校、公司、機構參與活動; 3. 協助到學校及不同機構進行教育工作, 例如工作坊、講座等; 4. 協助策劃及參與機構的籌募活動、拓展捐獻者的資料庫等; 5. 其他文書工作
P12	快樂港仁有限公司	Healthy Hong Kong Ltd	Assistant Project Officer	<ol style="list-style-type: none"> 1. 跟進機構之日常工作; 2. 協助宣傳及籌備「夠薑皂善事」義賣活動; 3. 協助籌備「天灸」活動; 4. 協助到社福機構進行中醫教育工作, 例如講座等; 5. 協助應用社交平台宣傳本機構服務, 吸引更多社會人士關注並支持本會服務 6. 其他文書工作 	Assistant Project Officer	<ol style="list-style-type: none"> 1. 跟進機構之日常工作; 2. 協助宣傳及籌備「夠薑皂善事」義賣活動; 3. 協助籌備「天灸」活動; 4. 協助到社福機構進行中醫教育工作, 例如講座等; 5. 協助應用社交平台宣傳本機構服務, 吸引更多社會人士關注並支持本會服務 6. 其他文書工作
P13	協康會	Heep Hong Society	Communications Intern	<ol style="list-style-type: none"> 1.Prepare copy, translate and edit communications materials 2.Design and draft social media content 3.Maintain news-clipping archive 4.Assist in communications events and activities 5.Perform other duties as assigned 	Communications Intern	<ol style="list-style-type: none"> 1.Prepare copy, translate and edit communications materials 2.Design and draft social media content 3.Maintain news-clipping archive 4.Assist in communications events and activities 5.Perform other duties as assigned
P14	婦女動力基金	HER Fund	Communication and Fundraising Assistant	<ul style="list-style-type: none"> - Implement resource mobilization activities, such as events, on-line campaigns, monthly donation package - Implement communication tasks, such as drafting eDM, editing website, graphic design - Maintain donor and volunteer database 	Communication and Fundraising Assistant	<ul style="list-style-type: none"> - Implement resource mobilization activities, such as events, on-line campaigns, monthly donation package - Implement communication tasks, such as drafting eDM, editing website, graphic design - Maintain donor and volunteer database

P15	香港聖公會麥理浩夫人中心	HKSKH Lady MacLehose Centre	營運助理	1. 跟進服務之日常工作; 2. 協助籌備南亞特色文化工作坊 3. 策劃及執行宣傳活動;	營運助理	1. 跟進服務之日常工作; 2. 協助籌備南亞特色文化工作坊 3. 策劃及執行宣傳活動;
P16	香港基督教女青年會秀群松柏社區服務中心	HKYWCA Ellen Li District Elderly Community Centre	計劃推廣及傳訊助理	推展網絡平台(APPS、FACEBOOK等)的使用; 利用不同類型媒介(如文字、影片及出版)紀錄及整理活動資訊; 協助推動跨代共融計劃之小組及活動, 拓展地區合作伙伴網絡。	計劃推廣及傳訊助理	推展網絡平台(APPS、FACEBOOK等)的使用; 利用不同類型媒介(如文字、影片及出版)紀錄及整理活動資訊; 協助推動跨代共融計劃之小組及活動, 拓展地區合作伙伴網絡。
P17	香港失明人互聯會	Hong Kong Federation of the Blind	Project Executive	1. Network Building: assist in liaison work of volunteers as well as database management that helps to strengthen partnership between HKFB and the corporations ; 2. Fundraising: organize fundraising activities for donor database expansion	Project Executive	1. Network Building: assist in liaison work of volunteers as well as database management that helps to strengthen partnership between HKFB and the corporations ; 2. Fundraising: organize fundraising activities for donor database expansion
P18	香港公共房屋政策評議會	Hong Kong People's Council on Housing Policy	Project Officer - Second Best Food (SBF) Campaign	- To promote SBF food-saving and community-caring concept in Hong Kong; - To assist in the operation of the SBF social enterprise - Next Shop; - To market the SBF Campaign and raise public awareness on various social media platforms; - To design, plan and execute new programmes or activities for the Campaign; - To communicate with corporates and organise corporate social responsibility programmes; - To conduct research on other similar campaigns and innovate the SBF Campaign.	Research Officer	- To conduct comprehensive survey on the current situation of a soon-to-be-redeveloped wholesale market, particularly its resources resource and waste management; - To engage with various stakeholders including wholesalers, customers, the management company, NGOs and AFCD; - To produce a proposal on improving waste management of the market and other public facilities. - To design and plan the possible redevelopment of the area; - To assist in communicating with the government and District Council on the matter.
P19	香港傷健協會	Hong Kong PHAB Association	Corporate Communication & Development Intern	1. Develop and execute marketing plan for advertising campaign 2. Design and present new social media campaign ideas 3. Assist in the creation of written, video, and image content for marketing channels 4. Assist in planning and hosting of different events 5. Provide general administrative support	Corporate Communication & Development Intern	1. Develop and execute marketing plan for advertising campaign 2. Design and present new social media campaign ideas 3. Assist in the creation of written, video, and image content for marketing channels 4. Assist in planning and hosting of different events 5. Support daily administrative tasks
P20	香港紅十字會	Hong Kong Red Cross	Intern - FMT	-Assist to procure BEAM Plus consultancy services for application of BEAM Plus (Existing Building) Certification for Shatin Centre -Assist to procure consultancy services for the renovation project of Shatin Centre -Assist to procure the necessary equipment for application of BEAM Plus (Existing Building) Certification -Develop a waste management plan and procure materials for recycling facilities -Design the environmental activities for Shatin Centre	Intern - FMT	-Assist to draft the statement of green policy for Shatin Centre -Assist to set up the objectives and indicators for various aspects of environmental protection for Shatin Centre -Assist to set up the Occupational Health and Safety System for Shatin Centre -Assist to set up the implementation plan for carbon audit for Shatin Centre -Assist to set up the energy management system and energy management plan -Assist to establish the documentation system for the BEAM Plus (Existing Building)
P21	香港聖公會福利協會	Hong Kong Sheng Kung Hui Welfare Council	策劃宣傳	我們是新開辦的多元文化外展服務隊, 對象為南亞及少數族裔, 現有意安排學生協助我們策劃及宣傳工作。	策劃宣傳	我們是新開辦的多元文化外展服務隊, 對象為南亞及少數族裔, 現有意安排學生協助我們策劃及宣傳工作。
P22	心晴行動慈善基金	Joyful (Mental Health) Foundation	Marketing Trainee	1. 利用marketing的知識策劃宣傳項目 2. 有機會獨立負責機構小型項目, 並邀請不同社會階層參與 3. 調查及研究區內對情緒健康的需要及落區實踐 4. 其他文書工作	Marketing Trainee	1. 利用marketing的知識策劃宣傳項目 2. 有機會獨立負責機構小型項目, 並邀請不同社會階層參與 3. 調查及研究區內對情緒健康的需要及落區實踐 4. 其他文書工作

P23	啟勵扶青會	KELY Support Group	Communications and Development Officer (1)	<ul style="list-style-type: none"> •Assist in fundraising events and activities from organising, logistic and execution. •Liaise and follow up with strategic partners for joint promotion activities. •Manage databases and maintenance for campaign activities. •Assist in identifying, developing and executing various marketing initiatives. •Volunteer recruitment and manage the database. •Prepare marketing communications materials – printed, online, web, emailing, etc. to raise the profile of KELY’s programmes and services. •Help manage social media channels and social media development. •Collect market intelligence, research and prepare reports. 	Communications and Development Officer (2)	<ul style="list-style-type: none"> •Create and manage content for a wide variety of communications and assets for KELY Support Group in both English and Chinese; •Build and maintain media relationships including printed, digital and broadcast media to maximise the organisation’s exposure; •Coordinate logistics during interviews, editorial write-ups, press invitation and launch events; •Prepare marketing communications materials – printed, online, web, media release, etc.; •Plan and implement social media strategies and partnerships to increase the organisation’s online fan base including digital marketing analytics to support the organisation’s strategic goals; •Manage and update content of the organisation website and databases; •Collect market intelligence, research and prepare reports; •Identify, develop and execute various marketing initiatives and campaigns related to promoting KELY-related causes in the community; •Assist in organising fundraising events, campaigns, and media events.
P24	生命工場	Life Workshop	青年創業計劃工作員(推廣)	本機構於旺角活化古蹟 - 618上海街開設社企「REstore」,讓實習生體驗社企實務。2013至2015年,我們推行「REstore 個體小店文化保育及重現計劃」,其中一個項目鼓勵老店融入創新意念,合作設計新產品在 REstore 實體舖發售。及後,實體舖服務範圍將擴展至扶貧用途,由基層人士當值以提升就業技能,更有部分範圍供基層青少年嘗試創業。期望實習學生利用他們所學的營商技巧,策劃社交媒體與網上宣傳、短片製作及產品銷售工作,協助計劃推廣以提升公眾對機構及 REstore 之認識,增加人流及銷售額。	扶貧服務工作員(資源拓展)	本機構於旺角活化古蹟 - 618上海街開設社企「REstore」,讓實習生體驗社企實務。2013至2015年,我們推行「REstore 個體小店文化保育及重現計劃」,其中一個項目鼓勵老店融入創新意念,合作設計新產品在 REstore 實體舖發售。及後,實體舖服務範圍將擴展至扶貧用途,由基層人士當值以提升就業技能,更有部分範圍供基層青少年嘗試創業。期望實習學生利用他們所學的營商技巧,配合扶貧元素,開拓社企業務上更多可能性。
P25	路德會聯和市場-城鄉生活館有限公司	Lutheran Luen Wo Market – House of Urban and Rural Living Limited	Project Assistant	<ol style="list-style-type: none"> 1. 跟進活化項目之日常工作; 2. 宣傳及邀請學校、公司、機構參與活動; 3. 協助到學校及不同機構進行教育工作,例如工作坊、講座等; 4. 地區歷史文化研究,包括聯絡、拍攝、資料搜集、撰寫報告等; 5. 其他文書工作 	Project Assistant	<ol style="list-style-type: none"> 1. 跟進活化項目之日常工作; 2. 宣傳及邀請學校、公司、機構參與活動; 3. 協助到學校及不同機構進行教育工作,例如工作坊、講座等; 4. 地區歷史文化研究,包括聯絡、拍攝、資料搜集、撰寫報告等; 5. 其他文書工作
P26	明途聯繫有限公司	MentalCare Connect Company Limited	Marketing Executive	<p>Promote and manage O2O retail business by using various marketing channels to acquire new customers and build up customer loyalty</p> <p>Prepare video shooting for social media</p> <p>Implement and co-ordinate various marketing events</p> <p>Provide sales and marketing administration support to the sales team</p> <p>Perform ad-hoc projects and reports as assigned</p>	Marketing Executive	<p>Promote and manage O2O retail business by using various marketing channels to acquire new customers and build up customer loyalty</p> <p>Prepare video shooting for social media</p> <p>Implement and co-ordinate various marketing events</p> <p>Provide sales and marketing administration support to the sales team</p> <p>Perform ad-hoc projects and reports as assigned</p>
P27	網.想.正.	Fantastic Dream Limited	Production and Youth Event Assistant Officer	<ol style="list-style-type: none"> 1. Assist in YouTube video production and livestream broadcast events with over 90K subscribers 2. Support the team in running social media such as FaceBook, Instagram, Discord for brand and cyber youth community building 3. Attend NGO/vendor meetings and provide secretarial support; 4. Support daily routine of workshops and centre 	Production and Youth Event Assistant Officer	<ol style="list-style-type: none"> 1. Assist in YouTube video production and livestream broadcast events with over 90K subscribers 2. Support the team in running social media such as FaceBook, Instagram, Discord for brand and cyber youth community building 3. Attend NGO/vendor meetings and provide secretarial support; 4. Support daily routine of workshops and centre
P28	肺積塵互助會	Pneumoconiosis Mutual Aid Association	活動幹事	<ol style="list-style-type: none"> 1. 宣傳及邀請服務使用者參與活動(主要為音樂治療小組); 2. 協助宣傳機構及預防肺積塵疾病等資訊予社會人士,尋找建立伙伴合作關係的可能; 3. 跟進機構之日常工作及其他文書工作 	活動幹事	<ol style="list-style-type: none"> 1. 宣傳及邀請服務使用者參與活動(主要為音樂治療小組); 2. 協助宣傳機構及預防肺積塵疾病等資訊予社會人士,尋找建立伙伴合作關係的可能 3. 跟進機構之日常工作及其他文書工作
P29	共廚家作	Sharing Kitchen HK	市場研究助理	<p>-研究並探索定點共享廚房的市場狀況</p> <p>-設計問卷了解市場顧客期望與需求</p> <p>-利用社交媒體協助推動社企產品</p>	市場研究助理	<p>-研究並探索定點共享廚房的市場狀況</p> <p>-設計問卷了解市場顧客期望與需求</p> <p>-利用社交媒體協助推動社企產品</p>
P30	龍耳	SILENCE	服務發展幹事	<ol style="list-style-type: none"> 1. 跟進機構之日常工作; 2. 籌辦機構的宣傳活動; 3. 讓公眾了解及認識機構的服務對象; 4. 其他文書工作 	機構行政幹事	<ol style="list-style-type: none"> 1. 跟進機構之日常工作; 2. 協助機構處理及安排各項事宜; 3. 其他文書工作

P31	大埔浸信會社會服務處	Tai Po Baptist Church Social Service	公共關係幹事	<p>1.開拓社交媒體宣傳平台 推廣中心兒童及家庭活動及提升中心形象。主要工作包括：進行社交媒體推廣：facebook, IG和youtube；推廣本處特殊學習需要服務的手機應用程式；優化現時機構網頁的功能。務求提升中心的知名度和吸引更多參與中心活動。</p> <p>2. 兒童及家庭社會服務地區需要及市場分析 收集及分析（一般服務及特殊學習需要服務）：人口比例、經濟地位、相關服務類別、收費、服務輪候情況、宣傳策略、服務者意見收集。</p> <p>3. 與社工協同籌備和帶領商界展關懷活動/賣旗籌款活動 於暑假期間，為基層或特殊學習需要學童籌備多元化活動/賣旗籌款活動，如參與賣旗籌備及與附近科學園、大埔工業村及大埔區大型商場友好企業合作，讓商界義工參與其中，為學童創造增廣見聞及學習的機會及讓商界員工更了解有需要學童的情況。</p> <p>4. 走訪自負盈虧社會服務機構進行探訪 了解與本處類近服務種類及模式的機構的運作、服務、管治、財務、人手、資源運用情況等。</p>	公共關係幹事	<p>1.開拓社交媒體宣傳平台 推廣中心兒童及家庭活動及提升中心形象。主要工作包括：進行社交媒體推廣：facebook和youtube；推廣本處特殊學習需要服務的手機應用程式；優化現時機構網頁的功能。務求提升中心的知名度和吸引更多參與中心活動。</p> <p>2. 兒童及家庭社會服務地區需要及市場分析 收集及分析（一般服務及特殊學習需要服務）：人口比例、經濟地位、相關服務類別、收費、服務輪候情況、宣傳策略、服務者意見收集。</p> <p>3. 與社工協同籌備和帶領商界展關懷活動/賣旗籌款活動 於暑假期間，為基層或特殊學習需要學童籌備多元化活動/賣旗籌款活動，如參與賣旗籌備及與附近科學園、大埔工業村及大埔區大型商場友好企業合作，讓商界義工參與其中，為學童創造增廣見聞及學習的機會及讓商界員工更了解有需要學童的情況。</p> <p>4. 走訪自負盈虧社會服務機構進行探訪 了解與本處類近服務種類及模式的機構的運作、服務、管治、財務、人手、資源運用情況等。</p>
P32	香港公教婚姻輔導會	The Hong Kong Catholic Marriage Advisory Council	Marketing Officer	<p>Kid First Specialized Co-parenting Center service renders one-stop co-parenting support services for separated/divorcing/divorced parents and their children to cope with the resultant change and impact of divorce.</p> <p>1. To develop and implement marketing strategy in promoting the newly developed "Specialized Co-parenting Support Center"(SCSC).</p> <p>2. To develop and implement the strategy in building the SCSC's image.</p> <p>3. To develop the center's community network and organizing public education program in promoting the concept of "Co-parenting" for professional, public and divorced families.</p> <p>4. To produce public education material, e.g. booklet, leaflet or education kit, etc. in promoting the concept of "Co-parenting" for professional, public and divorced families.</p>	Digital Marketing Officer	<p>Kid First Specialized Co-parenting Center service renders one-stop co-parenting support services for separated/divorcing/divorced parents and their children to cope with the resultant change and impact of divorce.</p> <p>1. To develop digital marketing strategy in promoting the newly developed "Specialized Co-parenting Support Center"(SCSC) by internet means such as social media, website, on-line platform, etc.</p> <p>2. To develop and produce "co-parenting" education material (including internet material) for professional, public and divorced families.</p> <p>3. To develop the internet means for custom relation and communication.</p> <p>4. To develop the center's community network and organizing public education program in promoting the concept of "Co-parenting".</p> <p>5. To assist the program in branding.</p>
P33	香港唐氏綜合症協會-就業輔助中心	The Hong Kong Down Syndrome Association-Employment Service Center	市場研究員	為中心的社會企業群毅服務隊提供市場研究，在制定市場方向作出檢討	市場統計員	協助設計問卷，為社會企業的客戶收集服務質素的資料
P34	明光社	The Society for Truth and Light	活動策劃助理	協助制作2-3段大約2分鐘動畫及構思不同活動、遊戲，推動網上或互動性強之幼兒及兒童性教育	傳訊助理	協助提昇品牌形象 (Build Corporate Image) 及籌款 (Fund Raising)
P35	香港善導會	The Society of Rehabilitation and Crime Prevention, Hong Kong	Assistant Officer (Youth Empowerment & Entrepreneurship Service)	<ul style="list-style-type: none"> ●Design and coordinate learning activities for youths ●Promote youth projects using online and offline channels ●Guide youths to compose business plans ●Support the team to draft meeting notes and reports ●Develop and maintain database of potential working partners including NGOs and business contacts 	Assistant Officer (Youth Empowerment & Entrepreneurship Service)	<ul style="list-style-type: none"> ●Design and coordinate learning activities for youths ●Promote youth projects using online and offline channels ●Guide youths to compose business plans ●Support the team to draft meeting notes and reports ●Develop and maintain database of potential working partners including NGOs and business contacts
P36	親切	TREATS	Assistant Project Officer (40th Anniversary Event)	<p>- Support the team in organizing TREATS 40th Anniversary Events including Research Conference on the topic of "Impacts of TREATS Sports for All Programmes on Social Inclusion", 40th Anniversary party and Inclusive art exhibition.</p> <p>- Design and production of promotional materials and event related equipment and materials</p> <p>- Conduct market research, gather relevant information</p> <p>- Attend and support TREATS children and youth on-site inclusive programmes</p>	Assistant Project Officer (40th Anniversary Event)	<p>- Support the team in organizing TREATS 40th Anniversary Events including Research Conference on the topic of "Impacts of TREATS Sports for All Programmes on Social Inclusion", 40th Anniversary party and Inclusive art exhibition.</p> <p>- Design and production of promotional materials and event related equipment and materials</p> <p>- Conduct market research, gather relevant information</p> <p>- Attend and support TREATS children and youth on-site inclusive programmes</p>
P37	東華三院賽馬會藝進綜合職業復康中心	TWGHs Jockey Club Ngai Chun Integrated Vocational Rehabilitation Centre	Assistant Marketing Executive	<p>- To promote products made by people with disability (PWD)</p> <p>- To plan and execute marketing strategies through social platform and on site promotion</p> <p>- To explore competitors in the market, their products and customer feedback</p> <p>- To prepare questionnaires to collect user feedback for product enhancement</p> <p>- To prepare materials for on site promotion</p>	Assistant Marketing Executive	<p>- To promote products made by people with disability (PWD)</p> <p>- To plan and execute marketing strategies through social platform and on site promotion</p> <p>- To explore competitors in the market, their products and customer feedback</p> <p>- To prepare questionnaires to collect user feedback for product enhancement</p> <p>- To prepare materials for on site promotion</p>

P38	東華三院The Oasis青年共享空間	TWGHs The Oasis Youth Co-working Space	Marketing Intern	-Brand Building: promote and extend publicity of the Oasis Youth Co-working Space (e.g. production of promotional materials, video production, social media management and liaison work etc.), that enhance public awareness of Tung Wah's start-up supports in the community and universities.	Marketing Intern	-Brand Building: promote and extend publicity of the Oasis Youth Co-working Space (e.g. production of promotional materials, video production, social media management and liaison work etc.), that enhance public awareness of Tung Wah's start-up supports in the community and universities.
P39	基督教懷智服務處	Wai Ji Christian Service	計劃推廣及傳訊助理	1)推廣及建立單位形象, 協助管理單位社區媒體如Facebook, 進一步提高公眾人士對單位及智障人士及老齡化服務之認識 2) 協助單位籌辦及組織社區教育活動計劃, 如入校講座, 藝術共融工作坊等, 推廣傷健共融訊息 3) 利用不同類型媒介(文字/影片/出版)紀錄及整理活動資訊 4) 拓展地區合作伙伴, 單位義工招募工作	計劃推廣及傳訊助理	1)推廣及建立單位形象, 協助管理單位社區媒體如Facebook, 進一步提高公眾人士對單位及智障人士及老齡化服務之認識 2) 協助單位籌辦及組織社區教育活動計劃, 如入校講座, 藝術共融工作坊等, 推廣傷健共融訊息 3) 利用不同類型媒介(文字/影片/出版)紀錄及整理活動資訊 4) 拓展地區合作伙伴, 單位義工招募工作
P40	香港基督教青年會西九龍耀信發展學習中心	YMCA of Hong Kong Beacon Centre Lifelong Learning Institute	市場推廣實習生	實習生將主要協助中心督導, 宣傳中心活動至長沙灣及其他社區。最後, 將所搜集數據用作分析和日後推廣之用。明細如下: 1)協助推廣及建立機構及中心形象(例如:設計宣傳品、製作短片介紹機構、Beacon Centre或活動及社交媒體宣傳等), 提升社會人士對機構的認識和吸引更多人士參與中心活動。 2)協助更新網上平台的最新資訊; 為相關業務作出數據搜集及分析。 3)宣傳及邀請學校、公司、機構參與中心不定期的活動(例如: 社區市集、二手書店義工等等)。 4)協助調查區內不同中心/機構開辦興趣班的資訊(例如:興趣班的市場價格、興趣班的類別、興趣班的受歡迎程度等等)。 5)負責中心暑期不同的興趣班, 協助導師課堂運作及嘗試帶領不同興趣班以了解興趣班運作。	市場推廣實習生	實習生將主要協助中心督導, 宣傳中心活動至長沙灣及其他社區。最後, 將所搜集數據用作分析和日後推廣之用。明細如下: 1)協助推廣及建立機構及中心形象(例如:設計宣傳品、製作短片介紹機構、Beacon Centre或活動及社交媒體宣傳等), 提升社會人士對機構的認識和吸引更多人士參與中心活動。 2)協助更新網上平台的最新資訊; 為相關業務作出數據搜集及分析。 3)宣傳及邀請學校、公司、機構參與中心不定期的活動(例如: 社區市集、二手書店義工等等)。 4)協助調查區內不同中心/機構開辦興趣班的資訊(例如:興趣班的市場價格、興趣班的類別、興趣班的受歡迎程度等等)。 5)負責中心暑期不同的興趣班, 協助導師課堂運作及嘗試帶領不同興趣班以了解興趣班運作。