

## Citi-HKCSS Community Intern Program 2021 「花旗集團 - 社聯大學生社會實踐計劃 2021」

## 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	義務工作發展局義工服務中心	Agency for Volunteer Service Volunteer Action Centre	市場推廣助理	1)協助策劃及推行宣傳計劃 / 活動，以加強公眾對本局「香港義工團」的認識； 2) 進行市場推廣相關之調查及資料搜集/分析和策略建議； 3)市場推廣材料的製作，如電子宣傳品、短片製作、社交媒體管理、VR或AI； 4)支援「香港義工團」恆常行政工作。	電子推廣幹事	因應疫情關係，義工服務亦要應用更多不同電子方式去作推廣。本機構承蒙香港賽馬會慈善信託基金捐助，於2021年推出全新的義工網絡系統，以提供一站式的義工登記、招募、配對及管理服務給個人會員、機構會員及團體會員。因此本會希望此幹事透過推廣此系統，讓更多不同社會各界人士善用該系統，從而令義務服務可以於疫情下仍可得到發揚。與此同時，此幹事亦需要作資料搜集，與不同機構之系統作比較，並根據其本人之學識及經驗，從而改善本會的義工服務。
P02	關懷愛滋基金有限公司	AIDS Concern Foundation Limited	Summer Intern, Marketing and Communications	- Content generation Assist in the preparation and distribution of marketing materials, digital newsletters, EDMs, publicity / media materials, annual report, etc.  - Digital marketing management Update corporate external and internal website to ensure brand, message and content consistency. Manage of social media sites including Facebook, Instagram, Twitter, YouTube, LinkedIn etc.  - Fundraising event planning and execution Handle event management duties including event materials writing, co-ordination for publications, photos & videos shooting.  - Product development Assist in market research, new product development and liaison between stakeholders	Summer Intern, Marketing and Communications	- Content generation Assist in the preparation and distribution of marketing materials, digital newsletters, EDMs, publicity / media materials, annual report, etc.  - Digital marketing management Update corporate external and internal website to ensure brand, message and content consistency. Manage of social media sites including Facebook, Instagram, Twitter, YouTube, LinkedIn etc.  - Fundraising event planning and execution Handle event management duties including event materials writing, co-ordination for publications, photos & videos shooting.  - Product development Assist in market research, new product development and liaison between stakeholders
P03	關注婦女性暴力協會	Association Concerning Sexual Violence Against Women	Communication and Resource Development Assistant	- Events – Assist the planning, ATL/BTL promotion and execution of the community education programs, as well as being the ambassador to spread the message of our mission statement: Promote gender equity, strive for zero sexual violence  - Fundraising/donation strategy – Assist in fundraising related projects; explore potential individual or group donors and networking plan  - Social media - Monitor social media platform including Facebook and Instagram	Communication and Resource Development Assistant	- Events – Assist the planning, ATL/BTL promotion and execution of the community education programs, as well as being the ambassador to spread the message of our mission statement: Promote gender equity, strive for zero sexual violence  - Fundraising/donation strategy – Assist in fundraising related projects; explore potential individual or group donors and networking plan  - Social media - Monitor social media platform including Facebook and Instagram
P04	浸信會愛羣社會服務處	Baptist Oi Kwan Social Service	社企發展幹事	1. 推廣社企形象 2. 協助社企建立籌劃銷售策略 3.協助訓練員工的工作能力及軟性工作技巧	社企發展幹事	1. 推廣社企形象 2. 協助社企建立籌劃銷售策略 3. 協助訓練員工的工作能力及軟性工作技巧
P05	明朗服務有限公司	Bright Services Co.,Ltd.	市場推廣幹事	跟進機構之日常工作;設計問卷了解市場顧客期望及需求;利用社交媒體協助推動社企產品及服務;其他文書工作	市場推廣幹事	跟進機構之日常工作;設計問卷了解市場顧客期望及需求;利用社交媒體協助推動社企產品及服務;其他文書工作
P06	基督教家庭服務中心 賽馬會跳躍青年坊	Christian family Service Centre Jockey Club Youth Leap	活動助理	製作單位暑期活動宣傳片、管理單位社交媒體、協助青少年及兒童暑期活動進行	活動助理	製作暑期活動宣傳片、管理單位社交媒體、協助推廣青少年及兒童暑期活動
P07	中華傳道會基石社會服務中心有限公司	CNEC Kei Shek Social Service Centre Limited	興趣班組統籌主任	1.跟進及統籌中心興趣班組事項 2.協助興趣班導師教學 3.協助興趣班導師維持課堂秩序 4.跟進學員及導師出席情況 5.觀察興趣班導師的教學 6.給予興趣班導師意見及評語 7.幫助中心在社區推廣興趣班組，建立機構形象，提升社會人士對中心的認識	興趣班組統籌主任	1.跟進及統籌中心興趣班組事項 2.協助興趣班導師教學 3.協助興趣班導師維持課堂秩序 4.跟進學員及導師出席情況 5.觀察興趣班導師的教學 6.給予興趣班導師意見及評語 7.幫助中心在社區推廣興趣班組，建立機構形象，提升社會人士對中心的認識
P08	社區發展推動基金有限公司	Community Development Enhancement Fund Limited	Marketing Intern	協助基層婦女的食物產品進行重新市場定位、構思如何有效地推廣家廚的產品	Marketing Intern	協助基層婦女的食物產品進行重新市場定位、構思如何有效地推廣家廚的產品
P09	職工盟教育基金有限公司	CTU Education Foundation Limited	資源發展助理	· 為機構策劃及執行傳訊推廣、品牌形象等相關工作，進一步提高公眾對機構理念和服務認識，協助機構進行活動及講座。 · 拍攝基層工友於職業培訓的實況，提高工友自我增值與持續進修的理念。 · 聯繫非牟利機構及企業商討合作空間和機會，建立長遠伙伴關係。 *需具備短片剪輯技巧	資源發展助理	· 協助機構開拓各類企業合作，動員商界伙伴支持各項環保及回收工作。 · 與企業伙伴保持緊密聯絡，帶動、協調伙伴參與各項環保及義工計劃。 · 規劃及執行線上線下推廣、管理及更新社交媒體、網站等，加強機構的品牌形象，協助機構發展。 · 資料庫管理，開拓商界資源及收入，以支援回收營運工作。
P10	基督教香港信義會金齡薈	Evangelical Lutheran Church Social Service Hong Kong - Essence Hub	Project Coordinator	機構形象管理：協助推廣及建立機構形象（例如：宣傳品、短片製作、社交媒體管理及聯繫社區等），提升社會人士對機構的認識；及活動策劃：策劃及參與機構的實體或網上活動  熟悉網上媒體宣傳、電腦文書處理、熟悉中文打字	Project Coordinator	機構形象管理：協助推廣及建立機構形象（例如：宣傳品、短片製作、社交媒體管理及聯繫社區等），提升社會人士對機構的認識；及活動策劃：策劃及參與機構的實體或網上活動  熟悉網上媒體宣傳、電腦文書處理、熟悉中文打字
P11	網.想.正.	Fantastic Dream Ltd	Event and Production Assistant	協助社企營運，包括管理社交媒體及文書工作；協助及構思網上社群活動；協助進行拍攝、直播及影片後期製作，包括構思和執行；幫助主管進行數據收集、分析及報告；執行指定的其他任何臨時工作	Event and Production Assistant	協助社企營運，包括管理社交媒體及文書工作；協助及構思網上社群活動；協助進行拍攝、直播及影片後期製作，包括構思和執行；幫助主管進行數據收集、分析及報告；執行指定的其他任何臨時工作

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P12	香港循理會-社會服務部	Free Methodist Church of Hong Kong-Social Service Division	市場推廣助理(50+服務)	協助宣傳及推廣銀髮服務 策劃及推行50+服務予合適對象 利用網上媒體吸納50+人士協助宣傳及推廣銀髮服務、網羅潛質服務對象。 策劃及推行50+服務予合適對象 利用網上媒體吸納50+人士認識服務	市場推廣助理(全人發展專業培訓)	1) 協助宣傳及推廣機構之香港全人發展專業培訓中心服務 2) 策劃及推行培訓中心服務予合適對象(包括個人及企業) 3) 利用網上媒體吸納社福機構、學校及企業、協助宣傳及推廣培訓中心服務、網羅潛質服務對象。 3) 策劃及推行培訓中心現行之培訓工作、包括攝錄活動過程、並上載社交網絡平台。 4) 利用網上媒體讓更多人認識中心服務。
P13	牽手香港有限公司	HandsOn Hong Kong Limited	Corporate/Fundraising Intern	<ul style="list-style-type: none"> <li>● Assist in communications with HandsOn Hong Kong's corporate partners;</li> <li>● Provide administrative support for corporate outreach including preparing presentation decks and writing meeting notes;</li> <li>● Develop and maintain the database of corporate contacts;</li> <li>● Suggest ideas for potential corporate volunteering programs or fundraising events;</li> <li>● Support on-site for programs or events as needed.</li> </ul>	Program/ Research Intern	<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● Attend a range of volunteering activities, virtual or in-person. And make observations on different aspects including service mode, volunteer experience etc in order to make recommendations that enrich the service experience.</li> <li>● Research on new program ideas, virtual or in-person in response to "new normal" .</li> </ul> Grant program support: <ul style="list-style-type: none"> <li>● Assist with grant program implementation, including supporting the coordination, on-site logistic, and communications.</li> </ul> Admin: <ul style="list-style-type: none"> <li>● Assist with maintaining the HandsOn Hong Kong database of NGO, including updating and clearing out the list.</li> </ul> Presentation of your findings and learnings upon the end of the internship.
P14	醫護行者	Health In Action	Business Development Intern	<ul style="list-style-type: none"> <li>● Coordinate the logistical and administrative arrangement for health promotion initiatives and community engagement at a transdisciplinary community health management hub and during outreach;</li> <li>● Support the set-up, migration, and user acceptance testing of a membership and service management system and a web-app;</li> <li>● Support the financial administration at organisation and project levels;</li> <li>● Develop and implement digital marketing plans to promote a new shared space to promote health, building community capacity and network in Kwai Tsing district</li> <li>● Develop and implement marketing plans for a non-profitable community pharmacy.</li> </ul>	Business Development Intern	<ul style="list-style-type: none"> <li>● Coordinate the logistical and administrative arrangement for health promotion initiatives and community engagement at a transdisciplinary community health management hub and during outreach;</li> <li>● Support the set-up, migration, and user acceptance testing of a membership and service management system and a web-app;</li> <li>● Support the financial administration at organisation and project levels;</li> <li>● Develop and implement digital marketing plans to promote a new shared space to promote health, building community capacity and network in Kwai Tsing district</li> <li>● Develop and implement marketing plans for a non-profitable community pharmacy.</li> </ul>
P15	快樂港仁有限公司	Healthy Hong Kong Limited	Project Assistant	<ol style="list-style-type: none"> <li>1. 跟進機構之日常工作; 包括診所前台的工作及天灸活動</li> <li>2. 利用社交平台有系統地進行一連串宣傳的計劃去推廣機構的服務及增加義賣手工皂的銷路</li> <li>3. 參與整個手工皂的義賣包括製作、包裝設計等</li> <li>4. 訪問受惠人士從而推廣機構的服務</li> <li>5. 其他文書工作</li> </ol>	Project Assistant	<ol style="list-style-type: none"> <li>1. 跟進機構之日常工作; 包括診所前台的工作及天灸活動</li> <li>2. 利用社交平台有系統地進行一連串宣傳的計劃去推廣機構的服務及增加義賣手工皂的銷路</li> <li>3. 參與整個手工皂的義賣包括製作、包裝設計等</li> <li>4. 訪問受惠人士從而推廣機構的服務</li> <li>5. 其他文書工作</li> </ol>
P16	香港傷殘青年協會	Hong Kong Federation of Handicapped Youth	活動推廣幹事	<p>本中心創辦的社會企業網店「第一熊 – 畢業公仔/禮品服務」的理念是創造職位、培訓人才,令殘疾人士發揮一技之長。 <a href="https://www.hkchampionbear.com/">https://www.hkchampionbear.com/</a></p> <p>在2016年營運初期,中心同仁目標一致,抱著熱誠。還記得出售了第一隻畢業熊,大家都很興奮,繼而銷售了第二隻,第三隻.....我們更感鼓舞。其後,我們顧慮在畢業禮的高峰期,能否增加生意額,這亦是網店能否繼續營運下去的指標。</p> <p>我們對營運網店全無經驗,全賴各成員的熱誠、合作、勤懇、細心觀察,大家又溝通無間,決策一致,目標清晰,結果,網店生意超出預期,禮品服務態度及質素亦大獲好評。</p> <p>除了畢業禮品之外,我們也積極發展不同類型的節日禮品,例如適合新年擺設的手作水仙花束及年桔;配合情人節的絲帶小白熊等。最近,本社企亦承蒙一位善長慷慨捐贈電腦繡花機乙台,協助本社企拓闊產品類別,開發更多元化的產品。</p> <p>是次申請目的是,由於繡花機已投入生產,我們希望實習學生可以設計活動,例如創作比賽活動,以協助本中心招募對繪畫漫畫卡通或插圖有興趣的人士,為本社企創作屬於我們的卡通熊公仔,而創作的卡通熊公仔將會配合繡花機,套用在一系列的周邊產品,例如:Tee恤、環保袋、襪子、毛巾等,從而開發更多的產品支線。</p> <p>在比賽完結後,我們亦會邀請得獎者以生活題材,繼續以此卡通熊公仔繪畫漫畫,定期上載至我們的社交媒體,讓忠實讀者(粉絲)進行持續的互動,期望可以轉化為忠誠客戶。</p>	活動推廣幹事	<p>本中心創辦的社會企業網店「第一熊 – 畢業公仔/禮品服務」的理念是創造職位、培訓人才,令殘疾人士發揮一技之長。 <a href="https://www.hkchampionbear.com/">https://www.hkchampionbear.com/</a></p> <p>在2016年營運初期,中心同仁目標一致,抱著熱誠。還記得出售了第一隻畢業熊,大家都很興奮,繼而銷售了第二隻,第三隻.....我們更感鼓舞。其後,我們顧慮在畢業禮的高峰期,能否增加生意額,這亦是網店能否繼續營運下去的指標。</p> <p>我們對營運網店全無經驗,全賴各成員的熱誠、合作、勤懇、細心觀察,大家又溝通無間,決策一致,目標清晰,結果,網店生意超出預期,禮品服務態度及質素亦大獲好評。</p> <p>除了畢業禮品之外,我們也積極發展不同類型的節日禮品,例如適合新年擺設的手作水仙花束及年桔;配合情人節的絲帶小白熊等。最近,本社企亦承蒙一位善長慷慨捐贈電腦繡花機乙台,協助本社企拓闊產品類別,開發更多元化的產品。</p> <p>是次申請目的是,由於繡花機已投入生產,我們希望實習學生可以設計活動,例如創作比賽活動,以協助本中心招募對繪畫漫畫卡通或插圖有興趣的人士,為本社企創作屬於我們的卡通熊公仔,而創作的卡通熊公仔將會配合繡花機,套用在一系列的周邊產品,例如:Tee恤、環保袋、襪子、毛巾等,從而開發更多的產品支線。</p> <p>在比賽完結後,我們亦會邀請得獎者以生活題材,繼續以此卡通熊公仔繪畫漫畫,定期上載至我們的社交媒體,讓忠實讀者(粉絲)進行持續的互動,期望可以轉化為忠誠客戶。</p>

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P17	香港傷健協會	Hong Kong PHAB Association	Corporate Communication & Development Intern	(1) Develop and execute marketing plan for future campaign/ events (2) Assist in the creation of written, video, and image content for events/ communication channels (3) Design and present new social media campaign ideas (4) Assist in planning and hosting of different (online & offline) events (5) Assist in Video shooting/ interviews (6) Support daily administrative tasks	Corporate Communication & Development Intern	(1) Develop and execute marketing plan for future campaign/ events (2) Assist in the creation of written, video, and image content for events/ communication channels (3) Design and present new social media campaign ideas (4) Assist in planning and hosting of different (online & offline) events (5) Assist in Video shooting/ interviews (6) Support daily administrative tasks
P18	香港紅十字會	Hong Kong Red Cross	Human Resources Internship	- support in preparation of enhanced Training Roadmap to include surge training and service training requirements - support to organize and implement staff wellness programs - support to promote the Learning Culture including preparation of training calendar and coordination of training programs	Human Resources Internship	- support in preparation of enhanced Training Roadmap to include surge training and service training requirements - support to organize and implement staff wellness programs - support to promote the Learning Culture including preparation of training calendar and coordination of training programs
P19	香港聖公會福利協會	Hong Kong Sheng Kung Hui Welfare Council	Project Officer(項目主任)	1.推動創新品牌「DIY Fusion」之推廣及開發及拍攝工作。 2.為新自負盈虧項目「Party Fusion」創作不同活動套餐。 3.協助執行及建立社企網上銷售平台。 4.協助執行「樂融融」品牌重建工作。 5.協助建立社區僱主網絡。	Project Officer(項目主任)	1.推動創新品牌「DIY Fusion」之推廣及開發及拍攝工作。 2.為新自負盈虧項目「Party Fusion」創作不同活動套餐。 3.協助執行及建立社企網上銷售平台。 4.協助執行「樂融融」品牌重建工作。 5.協助建立社區僱主網絡。
P20	跨文化教育文化公司	Inter Cultural Education	Content Creator for Social Media (Video/Writing)	Social and Digital Content Creator Intern will work closely with the Marketing Manager and core team to provide ideas and create engaging visual content for ICE' s social media channel including videos, posts for Facebook and Instagram with the goal of producing meaningful engagement and significant growth and expanding our B2C market.  We are creating a community both online/offline that encourage people to make friends with people different cultures and be curious of the world. You will help to create content for our social media to get the general public more interested in culture, diversity and inclusion, and inspire people to learn more about the world.  Responsibility •Create culture related content for social media platforms (Youtube and Instagram) to promote global diversity and enhance interest of cultural learning •Design short, fun informative online content (video or writing) to attract students' active participation and cultural awareness with the aim of promoting ICE events and connecting people around the world •Video editing and postproduction	Community Management Intern	Community Management Intern will work closely with the Operations Manager to organise regular community events – Explorers' Month and actively go out within the community to connect with potential stakeholders and business partners. Intern will assist in work from deciding the workshop schedule and partners to designing and thinking of our marketing strategies.  Committed intern will help in developing partnerships and collaboration with organisations and freelancers for potential B2B and B2C business and potentially creating marketing campaigns.  Responsibility •Identify the needs of different stakeholders and drive engagement across the ICE network •Assist to curate our Explorers' Month and community initiatives, from internal events to online campaigns, develop a community for different stakeholders •Overlooking and responsible for the whole cycle of producing a new series of workshops for the whole semester •Ad-hoc support for Operations Team, including secretarial and administrative support as required
P21	心晴行動慈善基金	Joyful (Mental Health) Foundation	Marketing Executive Trainee	實習生有機會獨立負責機構項目。所涉及範圍包括文書、策劃、調查、研究及落區實踐。接觸社會不同階層。宣傳以及推廣情緒健康。	Marketing Executive Trainee	實習生有機會獨立負責機構項目。所涉及範圍包括文書、策劃、調查、研究及落區實踐。接觸社會不同階層。宣傳以及推廣情緒健康。
P22	啟勵扶青會	KELY Support Group	Communications and Development Officer (1)	Responsibilities • 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.  Requirements • Knowledge and experience in Marketing, Communications, Business Administration or related disciplines. • Possess excellent command of written and spoken English and Chinese. • Energetic, creative and dynamic. • Detail-minded, well-organised, strong sense of responsibility and able to handle multiple-tasks. • Good team player, self-motivated and good communication and interpersonal skills.	Communications and Development Officer (2)	responsibilities • 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.  Requirements • Knowledge and experience in Marketing, Communications, Journalism or related disciplines; • Possess excellent command of written and spoken English and Chinese. • Energetic, creative and dynamic. • Detail-minded, well-organised, strong sense of responsibility and able to handle multiple-tasks.

Citi-HKCSS Community Intern Program 2021 「花旗集團 - 社聯大學生社會實踐計劃 2021」  
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P23	童協基金會	Kids4Kids	Program and Marketing Intern	- Support Kids4Kids Staff in digital content development, including creating bilingual contents, graphic design and photos Facebook, Instagram, website and blogs. - Assist in media production, e.g. photography, videography, video-editing, dubbing etc. - Assist in communications and writing e.g. help draft simple newsletter and messages. - Program operations and management, including session planning, leading workshops for primary and secondary student in English and/or Chinese, overseeing volunteers.	Program and Marketing Intern	- Support Kids4Kids Staff in digital content development, including creating bilingual contents, graphic design and photos Facebook, Instagram, website and blogs. - Assist in media production, e.g. photography, videography, video-editing, dubbing etc. - Assist in communications and writing e.g. help draft simple newsletter and messages. - Program operations and management, including session planning, leading workshops for primary and secondary student in English and/or Chinese, overseeing volunteers.
P24	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	1. 支援活化項目之日常工作; 2. 聯繫地區人士·建立伙伴合作關係以及資料庫管理; 3. 協助活化項目建立品牌形象 (例如: 短片製作、社交媒體管理及聯繫社區等); 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	1. 支援活化項目之日常工作; 2. 聯繫地區人士·建立伙伴合作關係以及資料庫管理; 3. 協助活化項目建立品牌形象 (例如: 短片製作、社交媒體管理及聯繫社區等); 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
P25	明途聯繫有限公司	MentalCare Care Connect Company Limited	Assistant Marketing Executive	Assist in implementing and executing all marketing projects by working closely with the team. Collaborate and liaise with internal & external parties on marketing projects. Perform administrative support to the team. Conduct market research and analysis. Assist in marketing events. Handle ad hoc projects assigned.	Assistant Marketing Executive	Assist in implementing and executing all marketing projects by working closely with the team. Collaborate and liaise with internal & external parties on marketing projects. Perform administrative support to the team. Conduct market research and analysis. Assist in marketing events. Handle ad hoc projects assigned.
P26	新生精神康復會生態旅遊330	New Life Psychiatric Rehabilitation Association - Ecotour330	Project Assistant	該職位需要很全面的商科知識·因為在香港越來越多休閒農莊的情況下·要怎樣才可以突圍而出·商品的研發等·設計宣傳和建立穩定的客人網絡是十分重要·單位也經常需要與不同的機構單位·公司或政府部門合作·亦會為公司客人設計手作工作坊·環保講座等等·而政府客人會代辦不同的舉辦活動或被邀參與展銷活動等·所以在人手管理·定價和控制成本上作出很多考慮·在實習的過程中亦希望同學去設計·管理和宣傳一個全新的活動·用實踐去吸收經驗·有助將來的發展	Project Assistant	該職位需要很全面的商科知識·因為在香港越來越多休閒農莊的情況下·要怎樣才可以突圍而出·商品的研發等·設計宣傳和建立穩定的客人網絡是十分重要·單位也經常需要與不同的機構單位·公司或政府部門合作·亦會為公司客人設計手作工作坊·環保講座等等·而政府客人會代辦不同的舉辦活動或被邀參與展銷活動等·所以在人手管理·定價和控制成本上作出很多考慮·在實習的過程中亦希望同學去設計·管理和宣傳一個全新的活動·用實踐去吸收經驗·有助將來的發展
P27	竹園區神召會康樂庇護工場	Pentecostal Church of Hong Kong Sheltered Workshop	營銷策略大使	工場正發展技能提升計劃·服務使用者會製作手工藝品並作出展銷·營銷策略大使職責需為產品設計包裝·銷售方式·產品宣傳及協助展銷工作。	營銷策略大使	工場正發展技能提升計劃·服務使用者會製作手工藝品並作出展銷·營銷策略大使職責需為產品設計包裝·銷售方式·產品宣傳及協助展銷工作。
P28	香港醫藥援助會	Project Concern Hong Kong	Assistant Project Executive	1.To plan and implement a programme to promote the eye care education in community such as design promotion materials, liaise with printing company, design and produce an eye care game booth to attract people to participate in the promotion activity, analyze the existing eye health condition in Hong Kong, suggest and carry out the innovative ways to boost the eye health knowledge in community and etc. 2.Support the Chinese medicine outreaching services such as liaises with NGOs, logistic arrangement of the services, on-site service support, statistic data input, analysis and evaluation. 3.Support the implementation of different health promotion activities such as oral health talk, exercise class and etc. 4.Administrative support for various funding reports, monthly statistical reports of eye and Chinese medicine clinics.	Marketing Executive (Customer Relationship Management)	1.Plan and implement the project of Customer Satisfaction Index (CSI) Survey including to prepare the survey, data analysis and suggest the improvement of services 2.Execute the recommendation of previous CSI Survey findings. 3.Prepare health education materials, eg. leaflet, banner, PCHK website, Facebook 4.Due to the long term pandemic, administrative staff, frontline workers have a tough time adapting the new normal, it is necessary to plan and implement the project of Staff Survey including to prepare the survey, questionnaire, data analysis and suggest what improvement ways could be done to encourage and assist them during COVID-19. 5.Analyze and summarize the statistic data of the sponsorship programmes
P29	香港救助兒童會	Save the Children Hong Kong	Intern (Corporate & Foundations)	•Assist to build up partnership with various donors and community partners in Hong Kong & globally •Assist to research, analysis and map prospectful community service proposal to funding opportunities •Assist to analysing donor information for insights to strategic and operation plan •Assist in collaborating with different internal teams to develop innovative contents for corporate and volunteer engagement •Other ad hoc task as per request	Intern (Marketing & Communications)	•Involve and support the development of engaging, creative, innovative content (text, images, video, multi-media or HTML) for placements in online channels •Handle media analytics to obtain insights and community needs on children's right and development • Involve in building marketing and communication plans to promote Save the Children's programmes • Support media and communications content, e.g. case story, newsletters, leaflet, etc. for different social media platform •Other ad hoc task as per request
P30	長者安居協會	Senior Citizen Home Safety Association	Project Assistant	Coordinate in fundraising campaigns; data mining; administration tasks related to donations; other adhoc tasks assigned by supervisor	Call and Care Service Executive	透過優質電話慰問及跟進·關顧長者的需要及作出支援; 籌劃探訪/參觀活動予上述長者群組
P31	龍耳有限公司	Silence Limited	1) 手語節目製作助理	1)主要協助手語部影音媒體方面的工作	活動助理	協助中心舉辦活動·作後勤支援等等
P32	基督教協基會黃埔綜合青少年服務中心	The Church of United Brethren in Christ Whampoa Integrated Children and Youth Service Centre	Social Media Intern	To assist the planning and launch of a social media project which aims at promoting and enriching marital relationship for couples of young children. The audience aims mostly at grown-ups of the Eighties (80後) who have become parents. To organize online and real-world events and activities related to the theme and objectives of the project. The pop culture context which the parents encountered as teens will be utilized in the contents to arouse audience's resonance and facilitate their reception.	Social Media Intern	To assist the planning and launch of a social media project which aims at promoting and enriching marital relationship for couples of young children. The audience aims mostly at grown-ups of the Eighties (80後) who have become parents. To organize online and real-world events and activities related to the theme and objectives of the project. The pop culture context which the parents encountered as teens will be utilized in the contents to arouse audience's resonance and facilitate their reception.

Citi-HKCSS Community Intern Program 2021 「花旗集團 - 社聯大學生社會實踐計劃 2021」  
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P33	香港心理衛生會	The Mental Health Association of Hong Kong	Project Assistant	1.Support the team to develop social media plan; 2.Support the team to organize fundraising events; 3.Support the team to launch the new website, updating activities content and promoting the website; 4.Support the team to design the new set of leaflets; 5.Support the team to organize Corporate Social Responsibility Projects	Project Assistant	1.Support the team to develop social media plan; 2.Support the team to organize fundraising events; 3.Support the team to launch the new website, updating activities content and promoting the website; 4.Support the team to design the new set of leaflets; 5.Support the team to organize Corporate Social Responsibility Projects
P34	明光社	The Society for Truth and Light	活動策劃助理	協助新產品製作、協調並監察外判商進度、協助提昇品牌形象 (Build Corporate Image) 及產品使用 (Promote Product Usage Rate)	傳訊助理	協助提昇品牌形象 (Build Corporate Image) 及產品使用 (Promote Product Usage Rate)
P35	親切	TREATS	Assistant Project Officer	- To assist in TREATS' corporate event and inclusion programmes - To implement promotion and communication initiatives for the events, inclusion projects and programme - To assist in corporate brand building and publicity	Assistant Project Officer	- To assist in TREATS' corporate event and inclusion programmes - To implement promotion and communication initiatives for the events, inclusion projects and programme - To assist in corporate brand building and publicity
P36	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	Marketing Assistant	- To promote products being made by People with Disabilities - To raise and participate in marketing activity with People with Disabilities - To make use contemporary tools to promote products via social platform	production assistant	- To assist materials control- - To Assist job coach to teach skill of making mask - To Assist stock management and statistics
P37	東華三院The Oasis青年共享空間	TWGHs The Oasis Youth Co-working Space	市場推廣實習生	1. 負責策劃實習期間的整個市場推廣計劃，並按擬定的計劃執行; 2. 舉行最少一次或以上的人際網絡活動予一眾青年創業者; 3. 運用大學生人際網絡、宣傳、推廣及促進青年創業意念。  -工作性質自由、靈活及多變，鼓勵對青年創業Startup或對數碼營銷Digital Marketing有興趣的同學參與 -期望實習生具創意、自發性及喜歡與人溝通 -本單位將提供資源配合實習生實踐其市場推廣計劃	市場推廣實習生	1. 負責策劃實習期間的整個市場推廣計劃，並按擬定的計劃執行; 2. 舉行最少一次或以上的人際網絡活動予一眾青年創業者; 3. 運用大學生人際網絡、宣傳、推廣及促進青年創業意念。  -工作性質自由、靈活及多變，鼓勵對青年創業Startup或對數碼營銷Digital Marketing有興趣的同學參與 -期望實習生具創意、自發性及喜歡與人溝通 -本單位將提供資源配合實習生實踐其市場推廣計劃
P38	宏施慈善基金	Windshield Charitable Foundation	Admin Assistant	1.根據長者生活上的需要，設計及統籌一個以長者認識新科技為主題的課程或活動，讓長者認識新科技為生活上帶來的便利，以及體會如何運用新科技以提升其生活質素。例如：手機應用程式學習課程(如：巴士、地鐵、門診預約服務程式)、帶領參觀科技展覽活動等。 2.發掘擁有智能手機的長者參與本課程或活動。 3.協助聯絡義工及對外聯繫工作，以配合課程或活動的進行。 4.協助機構推廣及宣傳本課程或活動。 5.在整個課程或活動完結前，籌備一個給受惠長者參與的「分享會」及嘉許活動，讓本機構了解未來籌備以長者認識新科技為主題的活動方向。	Admin Assistant	1.根據長者生活上的需要，設計及統籌一個以長者認識新科技為主題的課程或活動，讓長者認識新科技為生活上帶來的便利，以及體會如何運用新科技以提升其生活質素。例如：手機應用程式學習課程(如：巴士、地鐵、門診預約服務程式)、帶領參觀科技展覽活動等。 2.發掘擁有智能手機的長者參與本課程或活動。 3.協助聯絡義工及對外聯繫工作，以配合課程或活動的進行。 4.協助機構推廣及宣傳本課程或活動。 5.在整個課程或活動完結前，籌備一個給受惠長者參與的「分享會」及嘉許活動，讓本機構了解未來籌備以長者認識新科技為主題的活動方向。
P39	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	實習工作員	1. 分析非資助長者服務在商業地區的定位 2.製作介紹短片及網頁，協助建立形象，讓社區人士認識中心服務 3. 建立中心持份者資料庫 4.參與中心運作(帶領活動、一般行政工作等)	實習工作員	1. 分析非資助長者服務在商業地區的定位 2.製作介紹短片及網頁，協助建立形象，讓社區人士認識中心服務 3. 建立中心持份者資料庫 4.參與中心運作(帶領活動、一般行政工作等)
P40	香港基督教青年會西九龍羅信發展學習中心	YMCA of Hong Kong Beacon Centre Lifelong Learning Institute	市場推廣實習生	實習生將主要協助二手書店和社區市場的宣傳活動及數據搜集工作。 1)協助推廣及建立機構形象(例如：設計宣傳品、製作短片介紹機構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)協助中心暑期不同的興趣班，協助導師課室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	實習生將主要協助二手書店和社區市場的宣傳活動及數據搜集工作。 1)協助推廣及建立機構形象(例如：設計宣傳品、製作短片介紹機構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)協助中心暑期不同的興趣班，協助導師課室運作及嘗試帶領不同興趣班以了解興趣班運作。

\* 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。