

Citi-HKCSS Community Intern Program 2022 「花旗集團 - 社聯大學生社會實踐計劃 2022」

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	自強協會	1ST Step Association	業務發展幹事	一、負責機構業務宣傳工作，包括撰寫、編輯宣傳資料，於社交媒體和其他平台發布資訊，分析社交媒體平台等。 二、協助機構策劃籌款活動，包括但不限於網上籌款、主題式籌款、定期捐款等計劃。 三、於機構特定期網上平台推廣僑健共融，工作內容包括：影片策劃、拍攝及剪輯等。 四、協助機構地區組織及發展工作 五、其他文書工作	業務發展幹事	一、負責機構業務宣傳工作，包括撰寫、編輯宣傳資料，於社交媒體和其他平台發布資訊，分析社交媒體平台等。 二、協助機構策劃籌款活動，包括但不限於網上籌款、主題式籌款、定期捐款等計劃。 三、於機構特定期網上平台推廣僑健共融，工作內容包括：影片策劃、拍攝及剪輯等。 四、協助機構地區組織及發展工作 五、其他文書工作
P02	香港仔坊會社會服務	Aberdeen Kai-fong Welfare Association Social Service	Project Officer 計劃主任	1. 協助構思及籌劃本會的中高齡人士就業計劃的宣傳及推廣，以吸引更多區內外中高齡求職人士 2. 協助中高齡人士營運社交媒體以及網上商店 3. 協助策劃市集活動 4. 協助中高齡人士對工作	Project Officer 計劃主任	1. 協助中心構思及籌備各項代際活動的宣傳及推廣計劃，包括： 向地區人士及學校宣傳及推廣「賽馬會三代家添愛」計劃之活動及服務； 為越時空之旅-高齡體驗活動規定宣傳計劃及推行營銷策略； 2. 協助策劃及帶領中心活動，包括暑期託管活動，越時空之旅活動等
P03	關懷愛滋基金有限公司	AIDS Concern Foundation Limited	Intern, Marketing and Communications	1) Content generation and Communications Assist in the preparation and distribution of marketing materials, digital newsletters, EDMs, publicity / media materials, annual report, etc. 2) Digital Marketing 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. 3) Fundraising Event Planning and Execution Handle event management duties including event materials writing, co-ordination for publications, photos & videos shooting. 4) Product Development Assist in market research, new product development and liaison between stakeholders	Summer Intern, Marketing and Communications	1) Content generation Assist in the preparation and distribution of marketing materials, digital newsletters, EDMs, publicity / media materials, annual report, etc. 2) 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. 3) Fundraising event planning and Execution Handle event management duties including event materials writing, co-ordination for publications, photos & videos shooting. 4) Product Development Assist in market research, new Product Development and liaison between stakeholders
P04	關注婦女性暴力協會	Association Concerning Sexual Violence Against Women	Coordinator (CSR & Resource Development)	1) Coordinate the logistical and delivery of CSR programmes in its promotion and post-event engagement stages with businesses from different sectors 2) Support the implementation of CSR programmes 3) Explore and research potential CSR & fundraising opportunities 4) Other ad hoc tasks as requested	Coordinator (CSR & Resource Development)	1) Coordinate the logistical and delivery of CSR programmes in its promotion and post-event engagement stages with businesses from different sectors 2) Support the implementation of CSR programmes 3) Explore and research potential CSR & fundraising opportunities 4) Other ad hoc tasks as requested
P05	浸信會愛羣社會服務處	Baptist Oi Kwan Social Service	業務發展幹事 (美容社企 - 悅己坊)	1) 推廣社企形象 2) 協助社企建立籌劃銷售策略 3) 協助店舖營運管理工作 4) 跟進客戶管理工作	計劃幹事 (Refresh精神健康自助平台)	1) 推廣精神健康服務，策劃宣傳方案、顧客分析等 2) 按演算法及熱門話題等，訂定OMO線上線下融合宣傳計劃 3) 貼文、教材等內容撰寫、影片製作或平面設計 4) 資料搜集、協助市場調查
P06	聖文德堂轄下文德青少年綜合服務中心	Bonaventure Integrated Children and Youth Centre	活動幹事	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；帶領實體或網上兒童小組或興趣班；協助接待處工作；協助編定職員更表及其他行政工作。	活動幹事	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；帶領實體或網上兒童小組或興趣班；協助接待處工作；協助編定職員更表及其他行政工作。
P07	福幼基金會有限公司	Caring For Children Foundation	Marketing & Promotion Officer	1. Improvement of org. promotion and marketing area to achieve higher standard and productivities; 2. Make use of social media skills to enhance NGO's brand building and position; 3. Planning, Implementing, 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 press and media.	Fundraising & Project Officer	1. Improvement of org. fundraising area to achieve higher standard and productivities; 2. Create and plan a new fund-raising project for the org; 3. Planning, Implementing, Coordinating fundraising events; 4. Build collection with potential companies; 5. Volunteers networking.
P08	社區文化發展中心有限公司	Centre for Community Cultural Development Limited	Marketing Intern	Working with CCCD's marketing officer; Pitch media to enhance media exposure for our target party; Co-ordinate with external and internal parties to ensure the smooth execution of digital marketing and PR functions; Assist staff in preparing all PR and Marketing materials and content creation; Build and maintain a good relationship with media (both online and offline); Propose and implement marketing for brand promotion. Specifically assistance in promoting SAORI weaving (an arts and craft which produces art works for an international exhibition in September/October 2022, a creative past time and a means of art therapy as well as a complementary source of income for committed weavers.	Administrative Intern	Assistance in handing a full spectrum of office administrative support to the organization; Assistance in providing a full spectrum of administration services to the organization including support in sponsorship, fund raising, membership and volunteer management.
P09	中華傳會基石社會服務中心有限公司	CNEC Kei Shek Social Service Centre Limited	物資分享統籌主任	1) 跟進及統籌中心之物資分享服務 2) 協助中心優化物資分享服務系統 3) 協助中心處理物資分享服務之行政工作 4) 協助中心處理物資分享服務之派發 5) 跟進物資分享服務之受惠者領取物資情況 6) 於區內擴展中心之物資分享服務受惠人數 7) 定期與供應商及義工溝通及協調服務	物資分享統籌主任	1) 跟進及統籌中心之物資分享服務 2) 協助中心優化物資分享服務系統 3) 協助中心處理物資分享服務之行政工作 4) 協助中心處理物資分享服務之派發 5) 跟進物資分享服務之受惠者領取物資情況 6) 於區內擴展中心之物資分享服務受惠人數 7) 定期與供應商及義工溝通及協調服務
P10	社區發展推動基金有限公司	Community Development Enhancement Fund Limited	Business Development Executive	1) 協助推廣及建立機構形象 (例如：宣傳品、短片製作、社交媒體管理等)，提升社會人士對機構的認識 2) 策劃及參與機構的實體或網上活動、草擬活動計劃書、拓展或整理資料庫等 3) 為機構會員 (家廚) 的產品設計推廣計劃並協助實行 4) 為機構及機構會員 (家廚) 的產品進行分析，並制定營銷策略及開拓銷售渠道 5) 協助機構日常運作的工作 6) 其他文書工作	Business Development Executive	1) 協助推廣及建立機構形象 (例如：宣傳品、短片製作、社交媒體管理等)，提升社會人士對機構的認識 2) 策劃及參與機構的實體或網上活動、草擬活動計劃書、拓展或整理資料庫等 3) 為機構會員 (家廚) 的產品設計推廣計劃並協助實行 4) 為機構及機構會員 (家廚) 的產品進行分析，並制定營銷策略及開拓銷售渠道 5) 協助機構日常運作的工作 6) 其他文書工作
P11	浸信宣道會恩禧中心	Conservative Baptist Jubilee Centre	社區發展主任	支援中心的樓長制及暑期活動等服務策略，工作內容如下： 1. 協助中心策劃民(居民、商(戶)和社(會服務機構)合作計劃，目的是希望同學透過商業知識來評估估區區居民的需要和商戶(及或社會服務機構)可提供的物資或服務，從而滿足居民生活上的需要。 2. 協助執行上述計劃方案，同學可以透過市場推廣的方法技巧(外展式宣傳活動、網絡直銷、街頭宣傳站...)及制作社交媒體的帖子、短片和直播等網絡方式來達致宣傳及為居民提供服務。 3. 參與中心場地管理和支援暑期託管服務(協助導師帶領活動)。	社區發展主任	支援中心的社區「時間銀行」(Time Bank)及暑期活動等服務策略，工作內容如下： 1. 協助中心策劃民(居民、商(戶)及社(會服務機構)的合作計劃，希望同學透過商業知識來評估他們(民/商/社)的需要從而讓他們參與時分制義工，目的是藉此建構社區互助網絡。 2. 協助執行上述計劃方案，同學可以透過市場推廣的方法技巧(外展式宣傳活動、網絡直銷、街頭宣傳站...)及制作社交媒體的帖子、短片和直播等網絡方式來達致宣傳及為社區提供服務。 3. 參與中心場地管理和支援暑期託管服務(協助導師帶領活動)。
P12	基督教香港信義會金齡薈	ELCHK Essence Hub	活動統籌	• 協助構思與創意高齡 (creative aging) 相關企劃 • 協助中心日常活動 (網上及實體活動) • 協助網上社群經營及制定網上推廣宣傳計劃 • 其他文書工作	活動統籌	• 協助構思與創意高齡 (creative aging) 相關企劃 • 協助中心日常活動 (網上及實體活動) • 協助網上社群經營及制定網上推廣宣傳計劃 • 其他文書工作

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P13	性別空間	Gender Empowerment	Research & Project Co-ordinator (Insurance)	<p>Background: The health needs of transgender persons are not being covered under current insurance policies in Hong Kong (e.g., costs of assessment, hormonal prescription and surgery). There are also many uncertainties regarding the products they could buy, how they could buy it (may have increased loading with/according to an unclear or uncertain standard), or if they could finally claim it successfully (even it may not relate to their gender transition status, or they may have bought it long before their gender transition).</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Examine and compare the existing insurance products/practices/policies in Hong Kong and other countries. For example, most (if not all) gender affirming healthcare procedures are being covered under insurance in US. Also, there is a difference in how public and private insurance and healthcare systems work together in different countries. - Identify the gap in the existing Hong Kong situation, and propose strategies or possible products to bridge the gap. For example, create a new product or modify the existing products, at the corporate or individual level. - Reach out to different insurance companies to raise awareness and make a change. - Apart from this project, the candidate may also help in our fund-raising campaign and some other projects and tasks as assigned. - The candidate will also join some of our activities to understand the transgender community more. <p>Requirements:</p> <ul style="list-style-type: none"> - Analytical mind and interested in policy implementation. - Passion to create social change. - Able to understand the identities and concerns of transgender persons. - Candidates who are studying insurance or actuarial studies would be an advantage. 	Communications & Development Co-ordinator	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Help to develop a platform/system for fundraising and managing donors. - Design and implement activities or campaigns to recruit and engage different donors, including monthly and one-off donors. - Identify potential donors or funders. - Write up funding proposals. - Design and implement programs to promote the organisation or conduct public education to raise awareness of the identity and concerns of the transgender community. - Support other projects and tasks as assigned. - The candidate will also join some of our activities to understand the transgender community more. <p>Requirements:</p> <ul style="list-style-type: none"> - Able to work independently yet also a team player.
P14	牽手香港有限公司	HandsOn Hong Kong Limited	Corporate Program Intern	<ol style="list-style-type: none"> 1) Assist in organizing HandsOn HK's bespoke corporate programs--which help to support our year-round service calendar and free public services; 2) Assist in ideation and preparation for fundraising initiatives; 3) Drive logistical arrangements for programs including applying for permits, booking coaches, preparing materials and delivering program packs; 4) Provide administrative support for programs including writing meeting notes, preparing rundowns, drafting Impact Reports and updating outcome sheets; 5) Support on-site for programs; 6) Conduct research and suggest ideas for potential corporate volunteering programs; 7) Develop and maintain the database of corporate, NGO and vendor contacts. 	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> <ol style="list-style-type: none"> 1) 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. 2) 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. 3) Research on new program ideas, virtual or in-person in response to "new normal". <p>Grant program support:</p> <ol style="list-style-type: none"> 4) Assist with grant program implementation, including supporting the coordination, on-site logistic, and communications. <p>Admin:</p> <ol style="list-style-type: none"> 5) Assist with maintaining the HandsOn Hong Kong database of NGO, including updating and clearing out the list. 6) Presentation of your findings and learnings upon the end of the internship.
P15	快樂港仁	Healthy Hong Kong Limited	Project Assistant	<ol style="list-style-type: none"> 1) 跟進機構日常工作，包括前台接待 2) 參與及協助統籌機構特別大型活動-天灸 3) 利用社交平台或其他創意協助宣傳機構服務，從而令更多人認識，增加善長捐款意慾 4) 參與手工皂義賣包括製作、包裝、設計及宣傳 5) 協助推廣新服務-大題小做-中風治療援助計劃 6) 其他辦公室文書工作 	Project Assistant	<ol style="list-style-type: none"> 1) 跟進機構日常工作，包括前台接待 2) 參與及協助統籌機構特別大型活動-天灸 3) 利用社交平台或其他創意協助宣傳機構服務，從而令更多人認識，增加善長捐款意慾 4) 參與手工皂義賣包括製作、包裝、設計及宣傳 5) 協助推廣新服務-大題小做-中風治療援助計劃 6) 其他辦公室文書工作
P16	香港傷殘青年協會	Hong Kong Federation of Handicapped Youth	項目幹事(數碼營銷)	<ol style="list-style-type: none"> (1) 協助管理及推廣中心數碼媒體(如IG, FB, YouTube, Whatsapp Gp, Google Adv及Website) (2) 進行市場研究，了解服務使用者的需要 (3) 制定中心數碼營銷策略，讓潛在服務使用者知悉中心服務，並吸引公眾關注 (4) 協助管理及推廣中心數碼媒體(如Instagram、Facebook、YouTube Channel、Whatsapp Group及協會網頁) (5) 策劃及推廣中心網上活動 	項目幹事(數碼營銷)	<ol style="list-style-type: none"> (1)協助管理及推廣中心數碼媒體(如IG, FB, YouTube, Whatsapp Gp, Google Adv及Website) (2)進行市場研究，了解服務使用者的需要 (3)制定中心數碼營銷策略，讓潛在服務使用者知悉中心服務，並吸引公眾關注 (4)協助管理及推廣中心數碼媒體(如Instagram、Facebook、YouTube Channel、Whatsapp Group及協會網頁) (5)策劃及推廣中心網上活動
P17	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	市場及營運助理 (文化)	<ul style="list-style-type: none"> • 協調館方營運前期籌備工作 • 跟進營銷服務管理系統的設置、整合及用戶測試 • 協助制定社交媒體宣傳策略 • 執行網上推廣工作 • 其他文書工作 	傳訊及公共關係助理 (文化)	<ul style="list-style-type: none"> • 負責為館方活動策劃宣傳 • 安排傳媒採訪、舉辦新聞發布會、處理傳媒查詢 • 為本館的發展動向爭取傳媒曝光機會 • 提高館方的知名度及品牌形象
P18	香港健體協會	Hong Kong PHAB Association	Corporate Communication & Development Intern	<ol style="list-style-type: none"> 1) Assist in developing marketing plan/assist in event planning for HKPHAB 50th anniversary events 2) Assist in the creation of written, video, and image content for events/ communication channels 3) Assist in planning and hosting of online & offline events 4) Support daily administrative tasks 	Corporate Communication & Development Intern	<ol style="list-style-type: none"> 1) Assist in developing marketing plan/assist in event planning for HKPHAB 50th anniversary events 2) Assist in the creation of written, video, and image content for events/ communication channels 3) Assist in planning and hosting of online & offline events 4) Support daily administrative tasks
P19	香港融樂會	Hong Kong Unison	Online Chinese learning Project Intern	<ol style="list-style-type: none"> 1) Assist the Project coordinator in organising the project 2) Liaise with school and teachers and collate relevant information on Chinese learning support and practices of different schools 3) Communicate with parents on class updates, circulate class materials 4) Continually track and update the progress of students 5) Plan and facilitate focus group parents meetings 6) To design social media posts, posters and other publicity materials 7) Other ad hoc tasks as requested 	Youth work Intern	<ol style="list-style-type: none"> 1) To handle administrative work for Unison scholarship programs 2) To attend and prepare materials for youth workshops, public education events and media interviews 3) To design social media posts, posters and other publicity materials 4) To coordinate and liaise with ethnic minority youth leaders of the Unison Community Projects 5) To provide support (information kits, emotional support, face-to-face consultation) to ethnic minority DSE test takers on results day 6) Other ad-hoc tasks
P20	香港婦女勞工協會	Hong Kong Women Workers' Association	組織者實習生	<p>推廣機構服務及業務：</p> <ol style="list-style-type: none"> 1) 協調社區健康宣傳工作及外展活動 2) 跟進會員及服務管理系統的設置、整合及用戶測試 3) 協助制定共享空間的網上推廣工作 4) 其他文書工作 	組織幹事	<p>推廣機構服務及業務：</p> <ol style="list-style-type: none"> 1) 協調社區健康宣傳工作及外展活動 2) 跟進會員及服務管理系統的設置、整合及用戶測試 3) 協助制定共享空間的網上推廣工作 4) 其他文書工作
P21	寰宇希望	HOPE worldwide	Event & Marketing Officer	<ol style="list-style-type: none"> (1) Coordinate the logistical and administrative arrangement for oral health promotion initiatives and community engagement at a trans-disciplinary community oral health management hub and during outreach (2) Support build up social media platform for oral health education and promotion (3) Develop and implement digital marketing plans to promote a new shared space to promote oral health, building community capacity and network in the districts 	Event & Marketing Officer	<ol style="list-style-type: none"> (1) Coordinate the logistical and administrative arrangement for oral health promotion initiatives and community engagement at a trans-disciplinary community oral health management hub and during outreach (2) Support build up social media platform for oral health education and promotion (3) Develop and implement digital marketing plans to promote a new shared space to promote oral health, building community capacity and network in the districts

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Prog No.	機構名稱	Organization Name (English)	Placement Title 1	Placement Description 1	Placement Title 2	Placement Description 2
P22	香港沃土發展社	Institute for Integrated Rural Development, Hong Kong	實習生	1) 跟進及協助社區與學生宣傳工作及外展活動 2) 更新網上系統的設置及社交平台 3) 調查及整理學生活動數據 4) 協助制定社交空間的推廣工作，建構社區共融網絡 5) 其他文書工作	實習生	1) 跟進及協助社區與學生宣傳工作及外展活動 2) 更新網上系統的設置及社交平台 3) 調查及整理學生活動數據 4) 協助制定社交空間的推廣工作，建構社區共融網絡 5) 其他文書工作
P23	啓愛共融基金有限公司	J Life Foundation Limited	Fundraising and Marketing Intern	1) To assist in correspondences of emails and telephone calls 2) To assist in administrative support in internal and external affairs 3) To assist in funding proposals, presentations, and reports 4) To assist in research and building database 5) To promote J Life in social media via different platforms and media 6) To assist with daily operations when needed	Operational Assistant	1) To assist in correspondences of emails and telephone calls 2) To assist in daily operations of food logistics, e.g. coordinate member volunteers 3) To assist in record keeping of logistics, research and building database 4) 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	1) 協助社區精神健康宣傳及外展活動，如攤位活動及小型嘉年華 2) 協助經營網上平台，包括google、社交媒體及影片播放平台 3) 策劃及開展以宣傳或籌款為主題的online marketing campaign 4) 參與拍攝或製作宣傳短片、接觸動畫及影片剪輯及製作工具等 5) 策劃及協調於學校或企業進行之精神健康講座或工作坊	Marketing Trainee	1) 協助社區精神健康宣傳及外展活動，如攤位活動及小型嘉年華 2) 協助經營網上平台，包括google、社交媒體及影片播放平台 3) 策劃及開展以宣傳或籌款為主題的online marketing campaign 4) 參與拍攝或製作宣傳短片、接觸動畫及影片剪輯及製作工具等 5) 策劃及協調於學校或企業進行之精神健康講座或工作坊
P25	勵勵扶青會	KELY Support Group	Communications and Development Intern (1)	1) Assist in fundraising events and activities from organising, logistic and execution. 2) Liaise and follow up with strategic partners for joint promotion activities. 3) Manage databases and maintenance for campaign activities. 4) Assist in identifying, developing and executing various marketing initiatives. 5) Volunteer recruitment and manage the database. 6) Prepare marketing communications materials – printed, online, web, emailing, etc. to raise the profile of KELY's programmes and services. 7) Help manage social media channels and social media development. 8) 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 Intern (2)	1) Create and manage content for a wide variety of communications and assets for KELY Support Group in both English and Chinese; 2) Build and maintain media relationships including printed, digital and broadcast media to maximise the organisation's exposure; 3) Coordinate logistics during interviews, editorial write-ups, press invitation and launch events; 4) Prepare marketing communications materials – printed, online, web, media release, etc.; 5) 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; 6) Manage and update content of the organisation website and databases; 7) Collect market intelligence, research and prepare reports; 8) Identify, develop and execute various marketing initiatives and campaigns related to promoting KELY-related causes in the community; 9) 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. • Good team player, self-motivated and good communication and interpersonal skills. • Able to understand issues affecting young people and provide thought leadership in the local community
P26	願望成真基金	Make-A-Wish Hong Kong	Intern - Marketing	1. Manage and maintain social media platforms including LinkedIn, Facebook, Instagram to build company awareness. 2. Assist in implementation of marketing initiatives, including events, media and promotions 3. Copywriting for marketing materials, including publications 4. Prepare marketing materials, market researches and ad hoc tasks	Intern - Marketing	1. Manage and maintain social media platforms including LinkedIn, Facebook, Instagram to build company awareness. 2. Assist in implementation of marketing initiatives, including events, media and promotions 3. Copywriting for marketing materials, including publications 4. Prepare marketing materials, market researches and ad hoc tasks
P27	新生精神康復會 - 生態旅遊330	New Life Psychiatric Rehabilitation Association - Ecotour330	Project assistant	希望實習同學利用商科知識 1. 在疫情中推廣Ecotour330令到更多人社區人士認識和管理網上推廣工作。 2. 設計網上活動產品或實體產品 3. 組織和招募義工 4. 研究合理的定價 5. 協調社區健康宣傳工作及外展活動 (如市集、展銷活動)	Project assistant	希望實習同學利用商科知識 1. 在疫情中推廣Ecotour330令到更多人社區人士認識和管理網上推廣工作。 2. 設計網上活動產品或實體產品 3. 組織和招募義工 4. 研究合理的定價 5. 協調社區健康宣傳工作及外展活動 (如市集、展銷活動)
P28	香港外展訓練學校	Outward Bound Hong Kong	Community Project Officer	1. As a member of the Advancement Team and an essential link among different OBHK departments, provide oversight and support for Community Courses. 2. Liaise with, coordinate, and assist sales, staff and operations regarding Community Courses. 3. Develop OBHK's community-based programming with the sight of market trend	Content Specialist	Content and Community Management: 1. Maintain accuracy of the content on a daily basis to ensure content updates and user engagement 2. Research topics that resonate with target audiences, produce high-quality, engaging, original content, proofread and edit before publication 3. Conduct competitive audits Website Management: 1. Website maintenance & update via CMS system 2. Analyze website usage statistics and deliver reports that inform future topics and improvements 3. Conduct periodic competitive audits
P29	智樂兒童遊樂協會	Playright Children's Play Association	Business Development Executive	1) Coordinate the logistical and administrative arrangement of professional course and training program to the child-related professionals and parents to advocate the importance of children's play 2) Support the upgrading of the service infrastructure included enrollment system, website and stakeholder management system; 3) Support the onsite administration at the training centre at service level; 4) Support the development and implementation of marketing plans to promote the professional training to the community or professional parties on children's play 5) Other ad hoc tasks as requested	Business Development Executive	1) Coordinate the logistical and administrative arrangement of professional course and training program to the child-related professionals and parents to advocate the importance of children's play 2) Support the upgrading of the service infrastructure included enrollment system, website and stakeholder management system; 3) Support the onsite administration at the training centre at service level; 4) Support the development and implementation of marketing plans to promote the professional training to the community or professional parties on children's play 5) Other ad hoc tasks as requested
P30	香港醫藥援助會	Project Concern Hong Kong	Assistant Project Executive	1. Videos production for the charity Chinese medicine service. Aim to promote the charity medical services to the poor and sickness, report the services' content to the funder "Li Ka Shing Foundation". The videos production including story board drafting, planning all the details such as on-site shooting, video editing and script writing. 2. Design and produce a game both for promoting oral health message and attract people to participate in the oral health activity. 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, statistical reports of eye and Chinese medicine clinics.	Marketing Executive (Customer Relationship Management)	1. Prepare and design health promotion materials, eg. leaflet, poster, banner 2. Follow up the recommendation of previous Customer Satisfaction Index (CSI) Survey findings. 3. Support the implementation of online health promotion activities, eg. PCHK website, Facebook 4. Administrative support related to the service quality and ad hoc projects 5. Analyze and summarize the statistic data of the sponsorship programmes

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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
P31	香港救助兒童會	Save the Children Hong Kong Limited	Intern (Corporate & Foundations)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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
P32	龍耳有限公司	Silence Limited	業務發展幹事	<ol style="list-style-type: none"> 1) 協調共融活動宣傳或手語推廣宣傳工作及外展活動 2) 跟進會員及服務管理系統的設置、整合及用戶測試 3) 協助組織的財務管理工作 4) 協助制定共享空間的網上推廣工作、建構社區共融網絡 5) 其他文書工作 	業務發展幹事	<ol style="list-style-type: none"> 1) 協調共融活動宣傳或手語推廣宣傳工作及外展活動 2) 跟進會員及服務管理系統的設置、整合及用戶測試 3) 協助組織的財務管理工作 4) 協助制定共享空間的網上推廣工作、建構社區共融網絡 5) 其他文書工作
P33	南葵涌社會服務處	South Kwai Chung Social Service	項目發展實習生/ Project Development Trainee	<ol style="list-style-type: none"> 1. 協助社會企業服務的運作及發展 (長者專門店、言語及吞嚥治療中心) 2. 製定服務營運報表 3. 協助宣傳及推行班組活動 4. 維持中心日常運作, 包括: 接待、處理行政及文書工作、支援其它單位服務 5. 協助拓展新服務及支援智能管理系統的設置 	項目發展實習生/ Project Development Trainee	<ol style="list-style-type: none"> 1. 協助社會企業服務的運作及發展 (長者專門店、言語及吞嚥治療中心) 2. 製定服務營運報表 3. 協助宣傳及推行班組活動 4. 維持中心日常運作, 包括: 接待、處理行政及文書工作、支援其它單位服務 5. 協助拓展新服務及支援智能管理系統的設置
P34	良師香港	Teach For Hong Kong	Storyteller Intern	<ol style="list-style-type: none"> 1) Work with other storyteller, creative specialist and brand & growth team member to strategize on TFHK's content strategy 2) Document TFHK Journey in alleviating education inequity in Hong Kong through photos, videos, articles and other medium 3) Collect stories from our 110+ Fellow and alumni community 4) Produce content based on the stories collected in the forms of video, photos, graphic design, etc. 5) Maintain different storytelling platforms, including social media, youtube, blogs and columns. 	Fundraising and Strategy Intern	<ol style="list-style-type: none"> 1) Prepare proposals, presentations, and reports for (prospective) donors and supporters 2) Develop outreaching and engagement strategies of mass donors and high-net-worth individuals 3) Conduct research in support of other growth and impact evaluation initiatives 4) Assist in daily operation and management
P35	香港華人基督會 - 恩庭睦鄰中心 / 恩庭長者活動中心	The Hong Kong Chinese Church of Christ - The Grace Neighbourhood Centre/ The Grace Elderly Activity Centre	服務發展幹事 (家庭) Service Development Officer (Family)	<ol style="list-style-type: none"> 1) 協調及策劃地區宣傳工作、推廣中心服務形象、主力為基層家庭及獨居長者提供服務支援。 2) 協助會員聯繫及服務管理、加強會員對中心的認識與連繫。 3) 協助組織及協調籌款活動 (7月中九龍區賣旗日)。 4) 協助強化整合社交媒體推廣服務、包括網頁、Facebook、What'sapp 等 5) 其他工作: 文書、財務、資源及場地管理等 	服務發展幹事 (長者) Service Development Officer (Elderly)	<ol style="list-style-type: none"> 1) 協調及策劃地區宣傳工作、推廣中心服務形象、主力為基層家庭及獨居長者提供服務支援。 2) 協助會員聯繫及服務管理、加強會員對中心的認識與連繫。 3) 協助組織及協調籌款活動 (7月中九龍區賣旗日)。 4) 協助強化整合社交媒體推廣服務、包括網頁、Facebook、What'sapp 等 5) 其他工作: 文書、財務、資源及場地管理等
P36	香港盲人輔導會	The Hong Kong Society for the Blind	Shop Management Trainee of DOT Shop & Online DOT Shop	Review 4Ps of DOT Shop, review online DOT Shop marketing strategy and membership system development, review the operation manual of DOT Shop and online DOT Shop, assist in the daily operation of DOT Shop and online DOT shop, assist in organizing promotion events, and other duties assigned by the Supervisor.	Shop Management Trainee, DOT Shop & Online DOT Shop	Review 4Ps of DOT Shop, review online DOT Shop marketing strategy and membership system development, review the operation manual of DOT Shop and online DOT Shop, assist in the daily operation of DOT Shop and online DOT Shop, assist in organizing promotion events, other duties assigned by Supervisor.
P37	明光社	The Society for Truth and Light	業務發展幹事	<ol style="list-style-type: none"> 1) 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兒童生命教育、以應對長期網課後衍生的社交倒退、紀律自理、情緒控制、抗拒力下降、資源使用、沉溺打機等問題 2) 更新小學生命教育教案 3) 向小學推廣生命教育講座 	傳訊助理	協助產品製作、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)
P38	香港善導會	The Society of Rehabilitation and Crime Prevention, Hong Kong	Assistant Project Officer	<ol style="list-style-type: none"> 1. Reach and recruit disadvantaged youth (targeted youth) to join the Programme via multi-media 2. Assist, plan and prepare entrepreneurship training and career exploration activities to the targeted youth 3. Assist to liaise employers, trainers and other stakeholders to host and coordinate various youth empowerment activities and programme 	Assistant Project Officer	<ol style="list-style-type: none"> 1. Reach and recruit disadvantaged youth (targeted youth) to join the Programme via multi-media 2. Assist, plan and prepare entrepreneurship training and career exploration activities to the targeted youth 3. Assist to liaise employers, trainers and other stakeholders to host and coordinate various youth empowerment activities and programme
P39	東華三院The Oasis共享空間	Tung Wah Group of Hospitals - The Oasis Co-working Space	Marketing Intern	<ol style="list-style-type: none"> 1) Responsible for buildup online and offline marketing campaigns, and digital marketing channels (e.g. website, social media account) to ensure brand consistency 2) Assist in planning and implementation of activities 3) Assist in leasing matters and associated administration works for managing a co-working space 4) Work closely with both internal and external parties in implementing promotion cycles and enhancing better workplace performance 	Assistant Business Executive	<ol style="list-style-type: none"> 1) Responsible for buildup online and offline marketing campaigns, and digital marketing channels (e.g. website, social media account) to ensure brand consistency 2) Assist in planning and implementation of activities 3) Assist in leasing matters and associated administration works for managing a co-working space 4) Work closely with both internal and external parties in implementing promotion cycles and enhancing better workplace performance
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	實習工作員	<ol style="list-style-type: none"> 1) 推動長者資訊科技應用, 讓長者熟用網上社交工具、即時通訊軟件、視像會議等。 2) 構思及推行長者健康管理項目, 使長者在疫情下更關注及懂得保持個人身體健康。 3) 參與中心義工發展, 增加長者成為義工後的歸屬感, 並與長者聯合策劃義工服務。 4) 製作中心二十五周年紀念短片, 藉此建立及推廣品牌形象, 提升大眾對中心認識。 5) 支援中心運作, 包括帶領活動、一般行政工作等。 	實習工作員	<ol style="list-style-type: none"> 1) 推動長者資訊科技應用, 讓長者熟用網上社交工具、即時通訊軟件、視像會議等。 2) 構思及推行長者健康管理項目, 使長者在疫情下更關注及懂得保持個人身體健康。 3) 參與中心義工發展, 增加長者成為義工後的歸屬感, 並與長者聯合策劃義工服務。 4) 製作中心二十五周年紀念短片, 藉此建立及推廣品牌形象, 提升大眾對中心認識。 5) 支援中心運作, 包括帶領活動、一般行政工作等。

* 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。