

Feeding HK Summer Internship Programme 2017

(It is an unpaid internship)

Internship Period: June 2017 to August 2017 (May be extended with mutual agreement)

Working Location: Yau Tong

Application Deadline: 21 April 2017

Registration Method:

Interested parties please send your CV and cover letter to the Volunteer and Internship Manager via email: volunteer@feedinghk.org . **Please indicate the position in the subject of your e-mail.** The deadline of application is 21 April 2017. Applicants who do not hear from us after 31 May 2017 may consider their applications unsuccessful.

Internship Positions:

Positions	Duties	Requirements	Working day	No. of interns
Office Support Intern	<ul style="list-style-type: none"> Assist in the admin & delivery of Feeding HK's operation, including bread runs, school workshops and other volunteer activities Take part in some volunteer activities like warehouse session when needed Other ad-hoc tasks if required 	<ul style="list-style-type: none"> Fluent in Chinese and English Good computer skill – Word, Excel, PPT Have the same missions with Feeding HK Physically healthy for the outdoor or warehouse works 	At least 1 weekday per week (May work at night on Tue and Thu)	1
Charity Survey Support Intern	<ul style="list-style-type: none"> Plan and perform annual charity survey to review the recent corporation Assist Charity Manager 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 	<ul style="list-style-type: none"> Fluent in Chinese and English Good computer skill – Word, Excel, PPT Have the same missions with Feeding HK Physically healthy for the outdoor work 	Monday to Friday (at least 8 weeks)	2
Logistics & Supply Chain Intern	<ul style="list-style-type: none"> Responsible for the overall function of Logistics and Supply Chain at field level. Coordinates with warehouse assistant(s) to ensure a good operation flow in warehouse/distribution plans. Maintains appropriate filing of logistics and delivery documents. Records and retrieves information related to supply/logistics. Any other duties as requested by supervisor 	<ul style="list-style-type: none"> Fluent in Chinese and English Have the same missions with Feeding HK Physically healthy for the outdoor or warehouse works is a must 	At least 1 weekday per week (May work at night on Tue and Thu)	2
Communication Intern	<ul style="list-style-type: none"> Manage the Feeding HK photo library Organize the Meet and Greet sessions for schools Write and translate the promotion materials Prepare the presentation in Schools and community groups To come up with creative writing ideas for our social media channels such as Facebook and Twitter Support the communication of volunteer activities Other ad-hoc tasks if required 	<ul style="list-style-type: none"> Fluent in Chinese and English Familiar with Design tools and video editing software is a plus Good computer skill – Word, Excel, PPT Have the same missions with Feeding HK 	At least 1 weekday per week (May work at night on Tue and Thu)	2

Data & IT System Intern	<ul style="list-style-type: none">• Perform data cleaning and transition from raw excel records to new Web-based system• Perform reports mapping and configuration as per operation requirements• Communicate with operations team, project manager, external vendor closely on project planning and executions	<ul style="list-style-type: none">• Knowledge in using excel, previous related project management and execution experience is preferred• Self-motivation and strong system thinking skills are the must in completing the tasks	At least 1 weekday per week	1
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