

2022 STUDENT SUMMER INTERNSHIP PROGRAM

1. Research

Ideal for students who wish to understand the issues faced by Mother's Choice and aid in program development.

Positions include:

1.1) Policy Research

- Main responsibility: Policy research on globally best practices in Comprehensive Sexuality Education with recommendations on best way forward for Hong Kong
- Requirements: Undergraduate in either Law or Global Public Health & Policy disciplines (year 2 and above); excellent written and verbal communication skills in both Chinese and English
- **Internship period: 3 days per week, 4 weeks or above, start in June**
- Location of work: Borrett Office with the flexibility to work from home

1.2) Community Education Research

- Main responsibility: Research on the globally best practices and develop communication materials/videos on online safety and online sexual abuse relating to vulnerable children and youth for the use of professionals, parents and youth
- Requirements: Undergraduate in either Law or Marketing or Communication disciplines (year 3 and above); excellent written and verbal communication skills in both Chinese and English
- **Internship period: 4 days per week, 6 weeks or above, start in June**
- Location of work: Borrett Office with the flexibility to work from home

1.3) Child Care Research

- Main responsibility: Research on child related / early childhood topics
- Requirements: University students; self-motivated, initiative, responsible; proficiency in Microsoft Word, Excel, PowerPoint and Chinese Word processing; good written English and Chinese
- **Internship period: 3 days per week, 6-8 weeks, start in July**
- Location of work: Child Care Home and work from home

1.4) Volunteer Engagement Project Research

- Main responsibility: Research on the best practices of volunteer engagement, journey, appreciation, services from other local and overseas NGOs; support in video production project
- Requirements: High school students; basic understanding of research, information consolidation, and Microsoft software skills; attention to details; effective communication skills; strong time management skills; self-starter and the ability to work effectively; good written English and Chinese; video shooting and editing skills
- **Internship period: 3 days per week, 6-8 weeks, start in July**
- Location of work: Borrett Office with the flexibility to work from home

2. Media and Marketing Support

Ideal for creative storytellers with video shooting, editing, and/or design skills

Position include:

2.1) Adoption Services Media Support

- Main responsibility: Transcribe and edit videos of (not limited to) sharing of adoptees/adoptive families
- Requirements: Video editing expertise; video shooting experience using limited resources; experience to create attractive content using pre-existing video
- **Internship period: 3-5 days per week, 6-8 weeks, start in June**
- Location of work: Kwun Tong Office

2.2) Marketing and Communications

- Main responsibility: Create and write content for social media campaign and online stories project, translation of report and marketing materials, and provide other marketing and communication support
- Requirements: **Upload your portfolio/samples of your work**; good English and Chinese translation and writing skills; proficiency in Microsoft Word, Excel, PowerPoint and Chinese Word processing; background in Communications, Languages, Translation or related majors preferred; fluent in English and Cantonese
- **Internship period: 4 days per week, 8 weeks, start in June**
- Location of work: Monty Office and work from home

2.3) Child Care Home Content Design

- Main responsibility: Produce creative work in graphic design, for PowerPoint and support programs with visual aids
- Requirements: Possess good design skills with knowledge in design programs; familiar with Canva; strong graphic sense, drawing skills and creative thinking; good written English and Chinese
- **Internship period: 3 days per week, 6-8 weeks, start in July**
- Location of work: Child Care Home

3. Communications Support

Ideal for students who wish to gain hands-on experience in learning specific topics/ issues and using that knowledge to create and develop core communication materials.

Positions include:

3.1) Child Protection

- Main responsibility: Convert Legal Manual content and develop a 101 Top Tips User-Friendly Guide into e-Learning courses to help build capacity among MC team members
- Requirements: Undergraduate in either Law or Marketing or Communication disciplines (year 2 and above); basic knowledge in design software (e.g. Canva, InDesign, etc); excellent written and verbal communication skills in both Chinese and English
- **Internship period: 3-4 days per week, 4 weeks or above, start in June**
- Location of work: Monty Office with the flexibility to work from home

3.2) Foster Youth Transition Toolkit

- Main responsibility: Create content for an information toolkit and handy materials in Chinese for foster youth to prepare themselves for age-out
- Requirements: Proficient in both written English and Chinese; skills in layout design preferred
- **Internship period: 4 days per week, 3 weeks, start in June**
- Location of work: Kwun Tong Office with the flexibility to work from home

4. Administrative Support

Ideal for organized, self-motivated students with a meticulous eye for detail.

Positions include:

4.1) General Administration

- Main responsibility: Archive documents for our data management system
- Requirements: High school students
- **Internship period: 2 fixed shifts per week, start in July**
- Location of work: Borrett Office

4.2) Youth Services Library Project

- Main responsibility: Create and/or update inventory records for Youth Services Library and Program Resources Bank
- Requirements: High school students or above; good organization skills; attentive to details
- **Internship period: 2 half days per week, 4-6 weeks, start in July**
- Location of work: Kwun Tong Office

4.3) Child Care Home Administration

- Main responsibility: Prepare training materials for therapists and support in documentation and administrative work
- Requirements: High school students
- **Internship period: 1-3 half days per week, 6-8 weeks, start in July**
- Location of work: Child Care Home

4.4) IT Administration

- Main responsibility: Support in IT administration work and data update
- Requirements: High school students or above; attention to details; tech savvy
- **Internship period: 3 days per week, 4 weeks or above, start in July**
- Location of work: Borrett Office with the flexibility to work from home

5. Child Care Home Activities

Ideal for students who are enthusiastic and passionate with kids.

5.1) Activities with kids and clean-ups

- Main responsibility: Help organize stuff and carry out activities with children
- Requirements: High school students
- **Internship period: 1 fixed shift per week, 6-8 weeks, start in July**
- Location of work: Child Care Home