

2026 SUMMER INTERNSHIP PROGRAM DETAILS

We recommend you read through the details below before you apply. You can apply for 1-3 positions in the online application form.

Working location and address:

1. Child Care Home (CCH)
 - Address: 5 Bowen Road, Mid-Levels, Hong Kong

2. Kennedy Road Office (Monty Office)
 - Address: 42B Kennedy Road, Mid-Levels, Hong Kong

3. Kwun Tong Office (KTO)
 - Address: Units A & H, 21/F Legend Tower, 7 Shing Yip Street, Kwun Tong, Kowloon

1. Research

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

Positions include:

1.1) Foster Care Service Research & Administration x 1

- **Main responsibility:**
 - Conduct annual survey of foster parents and perform data analysis
 - Assist with document sorting and administrative tasks, including photocopying, scanning, filing, and shredding documents
- **Requirements:**
 - **Education:**
 - Undergraduate
 - **Skills:**
 - Basic proficiency of software skills (e.g., Word, Excel & PowerPoint)
 - Excellent written and spoken Chinese & English
 - Responsible, reliable, and detail-oriented
 - Strong organizational and time management skills
 - Self-starter with the ability to work independently
 - Willing to undertake repetitive tasks diligently
 - **Languages:**
 - Good written and spoken in English & Chinese
- **Internship period: 6 hours per day (11am – 5pm), 2 days per week, 8 weeks (longer commitment are also welcome), flexible to adjust, start in June**
- **Location of work: KTO**

1.2) **Project Researcher for Job Value x 4**

- **Main responsibility:**
 - Conduct online research on current job market trends, including salary benchmarks, role scopes, and skill requirements
 - Support job value analysis by reviewing and assessing the relative value of different roles
 - Compare existing job data with up-to-date market information and identify gaps or changes
 - Assist in updating and consolidating data to ensure accuracy and relevance
 - Prepare clear summaries or documentation to support internal review and standardisation
- **Requirements:**
 - **Education:**
 - Undergraduate
 - **Skills:**
 - Basic understanding of research, information consolidation, and software skills (PowerPoint, Word, Excel)
 - Good analytical and comparison skills, especially when reviewing market data
 - Attention to detail
 - Effective communication skills
 - Strong time management skills
 - Self-starter with the ability to work effectively
 - Willingness to learn and contribute in a supportive, non-profit environment
 - **Languages:**
 - Excellent written English and Chinese
 - Fluent in spoken English and Chinese
- **Internship period: 4 hours per day, 2 days per week, flexible to adjust, start in June/July**
- **Location of work: Monty Office & WFH**

2. Media Support

Ideal for creative storytellers with design.

Positions include:

2.1) *Child Care Home Visual Support x 2*

- **Main responsibility:** Visual Support for Manual writing
- **Requirements:**
 - **Education:**
 - High School Student or above/ IB student
 - **Skills:**
 - With visual art background
 - Information consolidation, and software skills (ie. Adobe Illustrator, Powerpoint, Word, Excel)
 - Enthusiastic and proactive individual with a strong sense of responsibility
 - Strong organisational skills
 - High level of reliability and attention to detail
 - Strong communication skills
 - Multi-media senses
 - **Languages:**
 - Good written and spoken English
 - Chinese (optional)
- **Internship period:** 6 hours per day, 2 days per week, mins 2 weeks (longer commitment are also welcome), flexible to adjust, start in June/July
- **Location of work:** CCH & WFH

3. Administration Support

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

Positions include:

3.1) *IT Admin Officer x 1*

- **Main responsibility:**
 - Assist in writing User manual in varies format such as Screenshots Document or Short-Video clips (more fascinating)
 - Review shared drive contents and work with departments to coordinate a housekeeping effort to remove/ archive files no longer needed in preparation for migration of data to cloud-based file servers
- **Requirements:**
 - **Education:**
 - High school students or above
 - **Skills:**
 - Good communication skills
 - Self-starter
 - Attention to detail
 - Multi-media senses
 - **Languages:**
 - Good written and spoken English and Chinese
- **Internship period: 4 hours per day, 1-2 days per week, flexible to adjust, 4-6 weeks, start in July**
- **Location of work: KTO/ Monty Office/ CCH**

4. 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.

Position includes:

4.1) *Foster Care Service Newsletter Drafting x 4*

- **Main responsibility:**
 - Draft 4 issues of the foster care newsletter in Chinese for year-round distribution.
 - Details:
 - Plan themes and content
 - Research and write articles
 - Edit and proofread
 - Design and format
 - Ensure timely dispatch
- **Requirements:**
 - **Education:**
 - Undergraduate (preferably in language, social sciences, or communication fields)
 - **Skills:**
 - Basic proficiency of software skills (e.g, Word, Canva)
 - Responsible, reliable, and detail-oriented
 - Effective communication skills and ability to work well in a team
 - Strong organizational and time management skills
 - Self-starter with the ability to work independently
 - **Languages:**
 - Good written and spoken English and Chinese
- **Internship period: 6 hours per day (11am – 5pm), 2 days per week, 4-8 weeks, flexible to adjust, start in June/July**
- **Location of work: KTO & WFH**

4.2) *Pregnant Girl Home Manual Support x 4*

- **Main responsibility:**
 - Refining current manual and organising it
- **Requirements:**
 - **Education:**
 - Undergraduate degree or above/ IB student
 - **Skills:**
 - Enthusiastic and proactive individual with a strong sense of responsibility
 - Strong organisational skills
 - High level of reliability and attention to detail
 - Strong communication skills
 - Able to translate information into clear, structured, and well-organised manuals for standardisation purposes
 - **Languages:**
 - Good written and spoken English

- Chinese (optional)
- **Internship period: 6 hours per day, 2 days per week, mins 2 weeks (longer commitment are also welcome), flexible to adjust, start in June/July**
- **Location of work: CCH & WFH**

4.3) Youth Service Manual Support x 4

- **Main responsibility:**
 - Refining current manual and organising it
- **Requirements:**
 - **Education:**
 - Undergraduate degree or above/ IB student
 - **Skills:**
 - Enthusiastic and proactive individual with a strong sense of responsibility
 - Strong organisational skills
 - High level of reliability and attention to detail
 - Strong communication skills
 - Able to translate information into clear, structured, and well-organised manuals for standardisation purposes
 - **Languages:**
 - Good written and spoken English
 - Chinese (optional)
- **Internship period: 6 hours per day, 2 days per week, mins 2 weeks (longer commitment are also welcome), flexible to adjust, start in June/July**
- **Location of work: CCH & WFH**

4.4) Child Care Home Manual Support x 4

- **Main responsibility:**
 - Refining current manual and organising it
- **Requirements:**
 - **Education:**
 - Undergraduate degree or above/ IB student
 - **Skills:**
 - Enthusiastic and proactive individual with a strong sense of responsibility
 - Strong organisational skills
 - High level of reliability and attention to detail
 - Strong communication skills
 - Able to translate information into clear, structured, and well-organised manuals for standardisation purposes
 - **Languages:**
 - Good written and spoken English
 - Chinese (optional)
- **Internship period: 6 hours per day, 2 days per week, mins 2 weeks (longer commitment are also welcome), flexible to adjust, start in June/July**
- **Location of work: CCH & WFH**

5. Administration & Event Support

Ideal for students who wish to explore how specific topics, and knowledge can be converged in our event of services.

Position includes:

5.1) *Fundraising Administration and Event Support x 1*

- **Main responsibility:**
 - Admin work (e.g. Thank you card writing, mailing, etc.)
 - Research
 - Salesforce (our CRM system) data cleaning and input
 - Help with Gala post-event and Family Benefit event preparation
- **Requirements:**
 - **Education:**
 - High school student or above (preferably IB) or undergraduate
 - **Skills:**
 - Basic understanding of software skills (PowerPoint, Word, Excel)
 - Attention to detail
 - Effective communication skills
 - Strong time management skills
 - Self-starter with the ability to work effectively
 - **Languages:**
 - Good written and spoken English
 - Chinese (optional)
- **Internship period: 5 hours per day, 2-3 days per week, flexible to adjust, 6-8 weeks, start in June/July**
- **Location of work: Monty Office**

6. Program Support

Ideal for students who wish to explore how specific topics, and knowledge can be converged in our programs of services.

Position includes:

6.1) Foster Care Services Program Support x 2

- **Main responsibility:**
 - Assist in program planning, execution & evaluation (Foster Parents Training, Foster Children Outing etc.)
 - Perform general administrative tasks
- **Requirements:**
 - **Education:**
 - Undergraduate
 - **Skills:**
 - Basic proficiency of software skills (e.g., PowerPoint, Word, Excel, Canva)
 - Responsible, reliable, and detail-oriented
 - Effective communication skills and ability to work well in a team
 - Strong organizational and time management skills
 - Self-starter with the ability to work independently
 - Flexible and able to work on weekends if needed
 - **Languages:**
 - Excellent written and spoken Chinese & English
- **Internship period: 6 hours per day (11am – 5pm), 2-3 days per week, 8 weeks (longer commitment are also welcome), flexible to adjust, start in June/July**
- **Location of work: KTO**

6.2) Safe Families Program Support x 1

- **Main responsibility:**
 - Assist in the preparation of training materials
 - Assist in developing a training curriculum/framework
 - Assist in facilitating program training/workshops
 - Design program promotional materials and social media content
 - Assist in writing volunteer reports
- **Requirements:**
 - **Education:**
 - High school student (Form 6 / Final Year) or above
 - Undergraduate (preferably in social science)
 - **Skills:**
 - Basic understanding of software skills (PowerPoint, Word, Excel)
 - Attention to detail
 - Effective communication skills
 - Strong time management skills
 - Self-starter with the ability to work effectively and independently
 - **Languages:**
 - Excellent written and spoken Chinese & English
- **Internship period: 6 hours per day, 2 days per week, 8 weeks, start in June/July**
- **Location of work: KTO**

6.3) **Policy Review & Documentation Support x 4**

- **Main responsibility:**
 - Review and audit existing Volunteer Engagement–related policies, guidelines, and SOPs
 - Identify where policies are currently stored and assess
 - Assist in reorganising, renaming, and categorising VE policies for easier access and reference
 - Help develop a clear policy framework for the VE team
 - Flag outdated, duplicated, or missing VE-related policies
 - Support documentation of a policy inventory or summary table for internal use
- **Requirements:**
 - **Education:**
 - High school student (prefer IB) or above
 - Undergraduate
 - **Skills:**
 - Strong attention to detail and ability to review written documents carefully
 - Good organisational and logical thinking skills
 - Comfortable working with documents (Word / Google Docs, Excel / Sheets)
 - Able to read, compare, and summarise policy content clearly
 - Responsible, reliable, and able to work independently with guidance
 - Willingness to learn about volunteer governance and internal operations
 - Self-starter with the ability to work effectively and independently
 - **Languages:**
 - Excellent written and spoken Chinese & English
- **Internship period: 4-6 hours per day, 2 days per week, 4-8 weeks, start in June/July**
- **Location of work: Monty Office / WFH**