

Communications Intern

Mind HK is a fast-paced, quick-growing mental health charity, with a mission to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 13,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a Communications Intern to join our compact yet dynamic and growing Communications team. The role will be responsible for supporting external and internal communications at Mind HK, working closely with a range of team members primarily on campaign content, digital (website and app) content, social media content, and more.

Job Responsibilities:

- Translation and proofreading/editing support
- Social media content (including Instagram, Facebook, and Twitter)
- Content review and proofreading support
- Support community directory update and liaison
- Graphic design support as needed
- Campaign content development support
- Event management support
- Ad-hoc support as needed

Other:

- Other communications and events-related tasks as assigned

Requirements:

Essential:

- Passionate about mental health
- Proven experience of content development
- Able to work both independently and collaboratively. A strong team player who is both proactive and willing to work with a wide-range of staff and stakeholders
- Detail oriented and innovative
- Tech savvy
- Strong written and verbal communication skills, including excellent interpersonal skills
- Able to manage projects and prioritise urgent tasks with longer term updates
- Fluent in written and spoken English and Cantonese

Desirable:

- Undergoing an undergraduate or graduate degree in mental health/psychology, public health, communications, public relations, marketing, and/or journalism

- Experience in a communications, copywriting, psychology/mental health, editing, PR, marketing or journalism
- A comprehensive understanding of mental health and mental health conditions
- Experience working in the NGO sector
- Social media content development experience
- Website content management experience
- Video shooting/editing experience
- Graphic design skills
- Experience working with WordPress, Canva, Slack, Adobe Photoshop/Illustrator and MailChimp

Terms: Part Time (2-3 days per week) to full time (5 days per week); paid internship position; 6 month contract

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, and level of proficiency with written and spoken Chinese (Cantonese: required) and English. We recommend applying as soon as possible.