

### **Programme Intern (paid internship, part time, 2 headcounts)**

Mind HK is a fast-paced, quickly-growing mental health charity, with the mission to ensure that no one in Hong Kong is facing a mental health problem alone. Since our launch in November 2017, we have trained over 12,000 people on 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 currently looking for 2 highly passionate individuals to act as interns for our Youth Wellbeing Practitioner (YWP) and Psychological Wellbeing Practitioner (PWP) programme, which will offer low-cost, evidence-based mental health treatments to people in Hong Kong.

The role will assist the project team with all around administrative duties.

### **Responsibilities**

- Assist to coordinate and organize outreach meetings with corporates, schools, and community organizations, both in-person and virtual.
- Assist to coordinate project meetings and events, both in-person and virtual.
- Provide support to answer general queries about the YWP and PWP projects via email.
- Assist to coordinate communications between Mind HK and Wellbeing Practitioners.
- Support project materials including content, review, editing and translation, such as marketing materials, external communications, and programme materials.
- Provide administrative and logistic support.
- Perform any other duties as required by the programme and organization.

### **Requirements**

- Undergraduate students are welcome.
- Passion in raising mental health awareness in Hong Kong is preferred.
- Excellent interpersonal and communication skills.
- Excellent organizational skills, Detail oriented.
- Bilingual (Native Cantonese speaker/writer with strong proficiency in English).

### **Terms:**

Paid internship, Part time (2-3 days per week); 6-month contract, renewal subject to review at contract end.

Please note, this role does not involve direct clinical work or client contact.

To apply for this position, please email [hr@mind.org.hk](mailto:hr@mind.org.hk) with a cover letter, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.