

Digital Projects Intern (Part-time)

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.

We are looking for a digital projects intern to join our compact yet dynamic digital team. The part-time role will work closely with the digital team and support the CRM and the 'Help Me' Virtual Assistant project development.

Job Description

- Work closely with Project Manager on supporting the development and production of digitally related projects including AI chatbot and customer relationship management system
- Assist the coordination of collecting feedback users requirements of the digital projects
- Liaise with vendors to support platform maintenance and development
- Assist the planning and implementation of User Acceptance Test (UAT) and report errors & bugs on UAT for track record and fixing
- Support Project Manager on routine daily operations and administration tasks
- Assist in consolidation of organisation's database
- Responsible for data cleansing task & set up template for data import
- Assist in content update at the backend system
- Other tasks assigned by the team and organization

Requirements

- Relevant technology knowledge or experience is required
- Passionate in mental health
- Self-motivated, proactive, detail-oriented and humble
- Strong communication & interpersonal skills
- A good team player with a strong sense of ownership
- Good command of written and spoken English & Cantonese
- Available from Feb to Aug 2023, 2 days per week

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