

Programme Intern (paid internship, part time, 1 headcount)

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 22,000 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 currently looking for a highly passionate individual to act as the design intern for our Improving Access to Community Therapies (iACT) programme, which will offer low-cost, evidence-based mental health treatments to people in Hong Kong.

The role will assist the project team with design-related duties.

Responsibilities

- Assist to design decks for outreach meetings with corporates, schools, and community organizations, both in-person and virtual.
- Assist to design and produce programme's branded materials
- Involve in the programme's branding and content development, including website development.
- 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 organisation.

Requirements

- Undergraduate students are welcome, candidates with a design background are preferred but not a must.
- Passion in raising mental health awareness in Hong Kong is preferred.
- Knowledge in using design softwares, such as Wix, Adobe Illustrator, Canva, etc.
- 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.

Salary and Benefits:

The salary for this position is 7,000HKD per month (full time). Pro-rata for part-time.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (FT staff). In addition, employees receive up to 20 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins, and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Application:

To apply for this position, please email 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.