

Training Intern (Full-time/Part-time, 6 Months, Paid)

Mind HK is a fast-paced, quick-growing mental health charity, with a vision 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 25,000 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 individuals who are passionate about mental health to join our paid internship programme.

Job Responsibilities:

1. Coordinate training including but not limited to responding to requests, scheduling, arranging payment, and liaising with trainers
2. Support training content and resource development
3. Create monthly mental health news bulletins and research updates
4. Additional ad hoc tasks as requested

We are looking for someone:

1. Aged 18 or above living in Hong Kong currently holding or pursuing a Degree / Associate Degree / Higher Diploma or equivalent
2. Good organisational, multi-tasking and problem solving skills
3. Good communication skills in English and Cantonese (written and spoken)
4. Proficiency in Microsoft Word, Excel and PowerPoint
5. Experience in research, content writing, event planning, graphic design and/or video editing is a plus
6. Seeking to gain insights into the operations of an NGO
7. Passion about mental health and wants to enhance their understanding of mental health
8. Would love to contribute to increasing public and corporate mental health literacy and related skills via training workshops and events

Terms:

6 months, from 1 March to 31 August 2024, weekdays from 9am-5pm (hybrid working mode, including 1-hour lunch time).

Full-time commitment will be preferred, but not required.

Salary and Benefits:

The salary for this position is 7,000 HKD for a full time position, 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 22 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. Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

How to apply:

Please fill in this application form [HERE](#) by 29 February 2024.

Please include the following documents when submitting your application:

1. CV (English)
2. One-pager (English) cover letter with suggested points below:
 - a. Why you would want to work with Mind HK
 - b. What mental health means to you
 - c. How you think you could contribute to Mind HK
3. (Optional) Recommendation letter (English or Chinese) from your academic institution or a mentor
4. (Optional) Documents showing your additional skills, e.g. marketing, event planning, social media content development, graphic design, video editing, translation, etc.

Successful applicants will be notified by 29 February 2024.

Should you have any questions, please do not hesitate to email us at training@mind.org.hk.

2024香港心聆培訓部實習生計劃(全職 / 兼職; 六個月; 有薪)

香港心聆是一所快速成長且節奏快的精神健康慈善機構，致力於確保香港沒有人需要獨自面對精神健康問題。自2017年11月成立以來，我們已培訓超過25,000人進行精神健康教育，每月平均有50,000名用戶訪問我們的網站，並通過我們的活動定期接觸到數十萬名來自本地社區的香港人。

香港心聆正在尋找熱衷於精神健康的人士加入我們的(有薪)實習生計劃。

工作職責：

1. 協調培訓，包括但不限於培訓查詢、客戶交易安排、預約培訓時間、與講者協調等等
2. 支援製作培訓內容和資源
3. 製作每月精神健康新聞通訊和研究更新
4. 其他所需的臨時職務

報名資格：

- 年滿18歲或以上，目前居住在香港，持有或正在攻讀學士學位/副學士學位/高級文憑或同等學歷
- 良好的組織、多項任務執行能力和解難能力
- 良好的英文和繁體中文 / 廣東話溝通能力(書面和口語)
- 熟練使用Microsoft電腦軟件，包括 Word、Excel及PowerPoint
- 具有研究、內容撰寫、活動策劃、平面設計和/或影片剪接經驗者將獲得優先考慮
- 希望了解非政府組織運作的內部機制
- 對精神健康充滿熱誠，並希望加深對精神健康的理解
- 願意透過培訓工作坊及活動出一分力以提升公眾及企業間對精神健康的知識及技巧

合約條款：

為期六個月，由2024年3月1日至8月31日，星期一至五上午9時至下午5時（在家及/或於辦公室工作，包含一個小時午餐時間）。

能全職進行實習的申請者優先，但並非必須。

薪資和福利：

全職薪資為7,000港元，兼職按比例計算。

香港心聆的工作日為每天7小時(在指定的時間內靈活安排)，每週5天工作(全職員工)。此外，員工享有最多22天的年假，以及每季度的精神健康假期，並包括強制性公積金。我們的員工福利還包括臨床專家的定期跟進和員工福祉活動。

我們是一個致力推動員工發展的組織，全年提供發展和健康福祉機會，包括培訓計劃。此外，我們實行混合工作模式和遠距離工作政策，允許在香港境內以及對於某些時段在香港境外地點工作具有靈活性。請注意，所有福利基於當前公司政策，可能隨時進行更新。

香港心聆是一個機會平等的雇主，致力於打造一個多元包容的工作環境，重視並尊重每個團隊成員的獨特貢獻，我們歡迎來自各種背景的人士申請我們的空缺職位。如果在面試過程中需要任何支持或適應安排，請在申請時或直接聯繫我們並明確說明您的需求。我們致力於確保對所有候選人進行公正和可靠的招聘流程。

報名方法：

請於2024年2月29日或之前填妥網上報名表([按此](#))，並在適當的位置上載文件。

請準備以下文件：

1. 個人履歷(英文)
2. 一頁應徵信(英文)，建議包括以下內容：
 - a. 你希望在香港心聆實習的原因

- b. 精神健康對你的意義
 - c. 你希望如何運用你的資歷協助香港心聆推廣精神健康
3. (非必須)由老師或導師填寫的推薦信(中/英文)
4. (非必須)任何能展示你其他技能的證明文件, 例如活動策劃、市場推廣、社交媒體內容製作、平面設計、影片剪接、翻譯等

成功的申請人將在2024年2月29日或之前收到通知。

如有任何問題, 請隨時發送電子郵件至training@mind.org.hk與我們聯繫。