Communications and Events Intern (FT/PT)

Mind HK is a fast-paced, quick-growing mental health charity with a vision to ensure that no one faces a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a Communications and Events Intern to assist and coordinate Mind HK's communications and events work. The role will be responsible for supporting the communications team by creating and delivering engaging visual and written promotional materials and coordinating the planning and execution of events. This is an excellent opportunity to work with a passionate Communications and Events team seeking to improve the mental health of the Hong Kong population. You will report to the Communications and Events Assistant Manager and work closely with other team members.

Core Responsibilities:

- Work closely with the Communications team to support the development and review of communications content (e.g., social media, website, campaigns, graphic design).
- Assist with translation needs (English ↔ Chinese).
- Events support (e.g. event planning and management) for large-scale mental health awareness events.
- Provide general assistance to the Communications and Events team on various tasks.
- Other communications and events tasks as needed.

Key Qualities and Skills:

- Currently studying a Degree, Associate Degree, or Higher Diploma in Hong Kong.
- Academic background in mental health, psychology, public health, communications, journalism, or related fields preferred.
- **Strong experience in Canva, Adobe Illustrator, and Photoshop is highly advantageous.**
- Highly organised individual with good analytical and problem-solving skills.
- Strong written and verbal communication skills, including excellent interpersonal skills, fluency in written and spoken English and Cantonese preferred.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Experience in research, content writing, website and app development, event planning, graphic design and/or video editing is a plus.
- Passionate about improving mental health in Hong Kong.

Terms:
Full-time (5 days per week) or part-time (minimum 2.5 days per week), with the internship running until June 2027. The internship is expected to commence in January, with the exact start and end dates to be discussed based on the intern's availability.

Salary and Benefits:
This is an intern position with a fixed monthly allowance of HKD7,880 for full-time engagement (pro rata for part-time). Annual salary increments follow our structured salary framework.

For internship role, Mind HK offers:

- A 7-hour workday with flexible hours within designated time slots. Full-time interns work 5 days per week, while part-time interns follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time interns).
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

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.

Application:
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 (Both Cantonese and Mandarin) and English.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.