

Programme Intern (Mental Health Promotion and Prevention)

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.

We are looking for an enthusiastic Intern to join our Training Programme team at Mind HK! In this role, you will get hands-on experience supporting day-to-day project operations while learning alongside our team of mental health experts. Working within a supportive, multidisciplinary environment, you'll gain direct exposure to non-profit leadership and build practical skills in programme coordination.

Core Responsibilities:

1. Training Operations & Logistics Support

- Assist with end-to-end coordination for public and private (corporates, schools, NGOs) mental health training sessions, workshops, and webinars.
- Prepare and assemble training materials, participant handbooks, feedback forms, and presentation slides.
- Manage online workshop setup (e.g., Zoom/Teams hosting, breakout room management, tech checks) and on-site event logistics when needed.
- Coordinate scheduling and logistics with external corporate clients, trainers, and facilitators.

2. Programme Administration & Data Management

- Maintain accurately updated training databases, registration records, and attendance logs.
- Collate, summarize, and evaluate post-training feedback surveys to measure program impact and identify areas for improvement.
- Assist in generating training certificates and issuing attendance letters for workshop participants.
- Handle routine incoming inquiries sent to the training team email address if needed.

3. Content & Research Assistance

- Design and draft social media posts and educational content to promote upcoming training courses and psychoeducational materials.
- Conduct desk research to support the review and updating of training materials and psychoeducational workshops.
- Support the translation and localization of training content between English and Traditional Chinese.

- Collaborate with internal teams (Communications, Clinical Advisors, and Programmes) to promote upcoming public training courses.
- Any other ad hoc duties assigned by the organization.

Key Qualities and Skills:

- **Eligibility:** Currently enrolled in or recently graduated from a Degree, Associate Degree, or Higher Diploma program in Hong Kong.
- **Field of Study:** Academic background in Psychology, Public Health, Social Work, Education, Human Resources, Business, or related fields preferred.
- **Languages:** High proficiency in spoken and written **English and/or Chinese (Cantonese and Mandarin)** (ability to translate and communicate in both languages is preferable).
- **Technical Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace. Familiarity with video conferencing platforms (Zoom, MS Teams) and survey tools (Typeform, Google Forms) is a plus.
- **Key Attributes:**
 - Strong organizational, administrative, and multitasking abilities.
 - High attention to detail and good problem-solving skills.
 - Excellent interpersonal and written communication skills.
 - Passionate about destigmatizing mental health in Hong Kong.

Terms:

Full-time (5 days per week, 6 months contract. Renewal subject to review at contract end. The internship is expected to commence ASAP, 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.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff 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 staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, offering up to 2 days of study leave, access to ongoing training, workshops, and cross-organisational learning opportunities.
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

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.

Our Commitment to Inclusion:

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.

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