

Programme Intern - iACT (Part time - 3 days or full time, contract basis)

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 seeking a motivated and enthusiastic Programme Intern to support the development and implementation of our Improving Access to Community Therapies (iACT) programme. The programme aims to train practitioners to provide low-cost, evidence-based mental health treatments to people in Hong Kong. The intern will assist with the programme's administrative and organisational tasks, support training and project activities, and contribute to research, communications, and other duties as needed. The role reports to the Project Coordinator – iACT and offers an opportunity to gain practical experience in mental health programme delivery within a local charity.

Job Responsibilities:

- Support the planning and coordination of day-to-day iACT programme activities, including administrative tasks, programme logistics, and technology-related arrangements.
- Assist with preparing, organising, and maintaining programme documents, records, agreements, and payment-related materials.
- Liaise with internal project staff and the iACT clinical advisory team to support the timely delivery of programme activities.
- Help coordinate events, training sessions, and meetings, including preparing materials and providing on-site support when required. Occasional support outside office hours may be needed, with Time Off in Lieu (TOIL) available upon approval from the line manager.
- Support communication with local and international stakeholders.
- Undertake research and other project-related tasks as required.
- Any other ad hoc and administrative duties assigned by the organisation.

Key Qualities and Skills:

- Currently pursuing or recently completed a degree in Psychology, Social Sciences, Public Health, or a related field.
- A strong interest in mental health and a commitment to improving access to mental health services in Hong Kong.
- Exceptional organisational skills and high attention to detail.
- Clear communication skills with the ability to build positive relationships with colleagues and external stakeholders.
- Comfortable using standard digital productivity tools, including Microsoft Office and Google Workspace.
- Able to work independently with initiative while collaborating effectively as part of a team.
- Fluent in spoken Cantonese with working proficiency in English; strong written skills in both Chinese and English are an asset.

- Prior experience in volunteering, administration, research, or event support (preferred, but not essential).

Terms:

Part Time (3 days per week) or Full Time (5 days per week); one year contract, renewal subject to review at contract end.

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.