



## 2024 Summer Internship HandsOn Hong Kong

Hong Kong's charities are a lifeline for the city's most vulnerable—including the 1.37 million Hongkongers living below the poverty line. As a local charity, HandsOn Hong Kong mobilizes thousands of volunteers each year to support the city's non-profits and the tens of thousands of people they serve. Each month, we run up to 200 volunteer activities as part of our mission to empower everyone in Hong Kong to volunteer. Our vision is for a Hong Kong where no charity serves alone.

**Internship period:** 2024 summer (June – August), able to support for a minimum of 2 days per week.

### Responsibilities

- Conduct program/Hong Kong issue overlay to analyze the current breadth of NGO partners that HandsOn Hong Kong is currently working with and how well HandsOn is addressing the needs of the local community / any potential service gaps.
- Deliver suggestions for HandsOn Hong Kong service gaps and recommend a list of potential NGOs that HandsOn should support in the coming year based on all the information collected.
- Attend and support a range of volunteering activities, and make observations on different aspects including service mode, volunteer experience, etc in order to make recommendations that enrich the service experience.

### Requirements

All members of the HOHK team need to be passionate about community involvement and fully committed to our mission. You must be organized, dependable and able to manage and prioritize a variety of tasks with minimal supervision. Enthusiasm and a “can-do spirit” are essential for this internship. Specific skills required include:

- Be able to work independently;
- Be proficient in computer applications (including Microsoft Office and English and Chinese word processing);
- Have a good command of written and spoken English and Cantonese.