



Thriving Grass provides participants with internship opportunities to gain real work experience, explore your interests and develop professional skills and competence. There will be a wide range of internship offers across industries, such as NGOs, social enterprises, start-ups and corporates. Interns will receive one-to-one support and guidance from the mentors provided by their employers.

Job opportunity for SEN students –Project Coordinator Assistant (Internship)

Job duties:

- The internship period is around 2-3 months
- Regular working hours 9:00 – 18:00 (may have to work on some weekends)
- Assist in implementing activities (including arts, sports, outdoor activities & training programmes)
- Help with photo-taking, video-shooting and editing
- Manage marketing content (e.g. social media posts)
- Write and edit promotional materials
- Handle programme administrative work & other ad-hoc tasks as assigned

Job requirements:

- Possess a Bachelor's degree in Translation/Journalism/Communication/Visual
- Arts/Creative Media/Sports Management or in relevant disciplines;
- Pleasant, responsible, proactive, organised, meticulous, and a team player with good integrity
- Knowledge of AD and people with visual impairments would be an advantage;
- Good command of English and Chinese;
- Proficient in Microsoft Office
- Proficiency in Adobe Illustrator, Canva, Photoshop, Video and Sound Editing is a plus

Application method:

- If you are interested with this intern opportunity, please send your CV to recruitment@career.org.hk
- For quicker response, please fill in the form below and we will get back to you in 3 working days. <https://career.my.site.com/Member/s/new-register>

CareER is an equal opportunity and affirmative action employer.

Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

CareER invite all qualified interested applicants to apply for career opportunities. If you are a person with a disability and need a reasonable accommodation to use our search tools and/or apply for a career opportunity please send email to info@career.org.hk.