

# HKMU Summer Placement at NGO 2023

## NGO Placement Opportunities

P01

### Sowers Action

#### 苗圃行動

**PLACEMENT PERIOD:**

10 Jul 2023 - 26 Aug 2023 (7 weeks)  
(4 days / week;  
may require working in rotating shifts)

**LOCATION:**

Sham Shui Po

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

To assist in preparing and implementing new projects, home visit and clerical work.

**REQUIREMENTS:**

- (1) Must be fluent in Cantonese, Fair in English and Mandarin;
- (2) Outgoing personality;
- (3) Strong interpersonal & communication skills;
- (4) Proficient in Microsoft Office



### The Lok Sin Tong Benevolent Society, Kowloon

#### 九龍樂善堂

P02

**PLACEMENT PERIOD:**

03 Jul 2023 - 26 Aug 2023 (8 weeks)  
(4 days / week)

**LOCATION:**

To Kwa Wan

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

To assist in promoting the organization, daily operation and social media production.

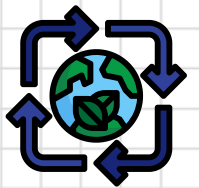
**REQUIREMENTS:**

- (1) Fluent in Cantonese and English;
- (2) Proficiency with graphic design software (Photoshop/ Illustrator)

P03

### New Life Psychiatric Rehabilitation Association

#### 新生精神康復會 - 綠在葵青

**PLACEMENT PERIOD:**

04 Jul 2023 - 12 Aug 2023 (6 weeks)  
(3-4 days / week)

**LOCATION:**

Tsing Yi

**ALLOWANCE:**

\$6,000 (Part-time)

**JOB DESCRIPTION:**

To provide support for environmental education activities and assist daily operation work in recycling centers.

**REQUIREMENTS:**

- (1) Basic knowledge of mental health problems as you will work with persons in mental recovery;
- (2) Fluent in Cantonese, fair in English and Mandarin;
- (3) Good communication skills and willing to work outdoors;
- (4) Basic understanding of environmental protection work is preferred;
- (5) Proficient in Microsoft Office

# HKMU Summer Placement at NGO 2023

## NGO Placement Opportunities

P04

### Christian Family Service Centre - Environmental Protection & Green Living 基督教家庭服務中心：環保及綠色生活



**PLACEMENT PERIOD:**

03 Jul 2023 - 26 Aug 2023 (8 weeks)  
(2-3 days / week)

**LOCATION:**

N.T / Kowloon

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

Provide support to environmental educational activities and daily operation

**REQUIREMENTS:**

- (1) Fluent in Cantonese, able to communicate in English and Mandarin;
- (2) Knowledge of local environmental issues;
- (3) Keen on communicate with general public to share environmental knowledge



### Principal Chan Free Tutorial World - Prince Edward Volunteer Teachers Centre 陳校長免費補習天地 - 太子義師中心

P05A

**PLACEMENT PERIOD:**

01 Aug 2023 - 24 Aug 2023 (4 weeks)  
(3 days / week)

**LOCATION:**

Prince Edward

**ALLOWANCE:**

\$6,000 (Part-time)

**JOB DESCRIPTION:**

To assist in event organization, daily operation, administration work and promotion of services.

**REQUIREMENTS:**

- (1) Fluent in spoken and written English;
- (2) Year 2 or above

### Principal Chan Free Tutorial World - Man Chung Kwai Chung Learning Centre 陳校長免費補習天地 - 敏聰葵涌學習中心



P05B

**PLACEMENT PERIOD:**

04 Jul 2023 - 24 Aug 2023 (8 weeks)  
(2 days / week)

**LOCATION:**

Kwai Chung

**ALLOWANCE:**

\$6,000 (Part-time)

**JOB DESCRIPTION:**

- (1) To provide small group learning classes and extra-curricular activities to our beneficiaries;
- (2) To assist regional promotion program to more potential students and volunteer teachers

**REQUIREMENTS:**

- (1) Good command in Chinese and English;
- (2) Creative and energetic;
- (3) Willing to work in a team environment

# HKMU Summer Placement at NGO 2023

## NGO Placement Opportunities

P06

### Feeding Hong Kong 樂餉社



**PLACEMENT PERIOD:**

03 Jul 2023 - 25 Aug 2023 (8 weeks)  
(2 days / week ; Time: 09:00 - 18:00)

**LOCATION:**

Yau Tong

**ALLOWANCE:**

\$6,000 (Part-time)

**JOB DESCRIPTION:**

- (1) Perform general administrative duties;
- (2) Deliver customer service;
- (3) Assist to coordinate team building activities.

**REQUIREMENTS:**

- (1) Must be fluent in written and spoken English and Cantonese;
- (2) Proficient in Microsoft Office;
- (3) Strong interpersonal and communication skills;
- (4) Able to work independently with guided supervision



### Food Angel by Bo Charity Foundation

惜食堂

P07

**PLACEMENT PERIOD:**

21 Jul 2023 - 24 Aug 2023 (6 weeks)  
(2-3 days / week)

**LOCATION:**

Sham Shui Po

**ALLOWANCE:**

\$6,000 (Part-time)

**JOB DESCRIPTION:**

- (1) To assist in daily operation, planning activities and outreach service;
- (2) Become the community ambassador in the food donation programme

**REQUIREMENTS:**

- (1) Fluent in Cantonese;
- (2) Passionate in participating social innovation and social services

P08

### Africa Center Hong Kong 香港非洲中心



**PLACEMENT PERIOD:**

03 Aug 2023 - 26 Aug 2023 (8 weeks)  
(5 days / week ; 8 hours / day)

**LOCATION:**

Tsim Sha Tsui

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

- (1) Planning & Execution of the Multicultural Summer Camp 2023;
- (2) Development and implementation of marketing strategies

**REQUIREMENTS:**

- (1) Must be fluent in English;
- (2) Motivated to learn, self-driven and open-minded

# HKMU Summer Placement at NGO 2023

## NGO Placement Opportunities

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### Fu Hong Society - "Best Buddies Hong Kong" Movement 扶康會「香港最佳老友」運動

**PLACEMENT PERIOD:**

03 Jul 2022 - 26 Aug 2022 (8 weeks)  
(2 days / week)

**LOCATION:**

Cheung Sha Wan / Tuen  
Mun / Tin Shui Wai /  
Aberdeen

**ALLOWANCE:**

\$6,000  
(Part-time)

**JOB DESCRIPTION:**

- (1) To assist in preparing and implementing indoor activities to people with intellectual disabilities;
- (2) Assist in video production.

**REQUIREMENTS:**

- (1) Good command in written Chinese and English;
- (2) Proficient in Microsoft Office;
- (3) Passionate in serving people with intellectual disabilities

### The Hong Kong Federation of Youth Groups

### Jockey Club Media 21

### 香港青年協會賽馬會媒體空間M21

P10

**PLACEMENT PERIOD:**

10 Jul 2023 - 26 Aug 2023 (7 weeks)  
(4 days / week)

**LOCATION:**

Aberdeen

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

- (1) To provide assistance on project management, video production or design;
- (2) To provide assistance on online and offline marketing campaigns

**REQUIREMENTS:**

- (1) Good command in Chinese and English;
- (2) Experiences on project management, media production, design or marketing will be advantageous

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### Hong Kong Council of Social Service - Co-Creation 香港社會服務聯會

**PLACEMENT PERIOD:**

03 Jul 2022 - 26 Aug 2022 (8 weeks)  
(5 days / week)

**LOCATION:**

Wan Chai

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

Assisting funding projects related to social inclusion, youth, aging, talent development and social enterprises

**REQUIREMENTS:**

- (1) Good command in written Chinese and English;
- (2) Proficient in Microsoft Office

# HKMU Summer Placement at NGO 2023

## NGO Placement Opportunities

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### Endless Care Services, Tung Wah Group of Hospitals 東華三院生命部落（圓滿人生服務）



**PLACEMENT PERIOD:**

03 Jul 2022 - 26 Aug 2022 (8 weeks)  
(5 days / week)

**LOCATION:**

Kwun Tong

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

- (1) To assist in handling marketing and admin matters;
- (2) Preparing promotional materials for ECS services and upcoming touring exhibition;
- (3) Developing a Chatbox for helping bereaved persons

**REQUIREMENTS:**

- (1) Good command in written Chinese and English;
- (2) Proficient in Microsoft Office;
- (3) Knowledge of Photoshop, Illustrator and video editing software is a plus



### Hong Kong Lutheran Social Service - Lung On Lutheran Day Activity Centre 香港路德會社會服務處 - 路德會龍安展能中心



P13

**PLACEMENT PERIOD:**

03 Jul 2022 - 26 Aug 2022 (8 weeks)  
(5 days / week)

**LOCATION:**

Wong Tai Sin

**ALLOWANCE:**

\$12,000 (Full-time)

**JOB DESCRIPTION:**

Providing services to intellectual disabilities persons

**REQUIREMENTS:**

- (1) Passionate to serve people with intellectual disabilities;
- (2) Must be a nursing student