



## ICE IS HIRING INTERNS!

### General motivation

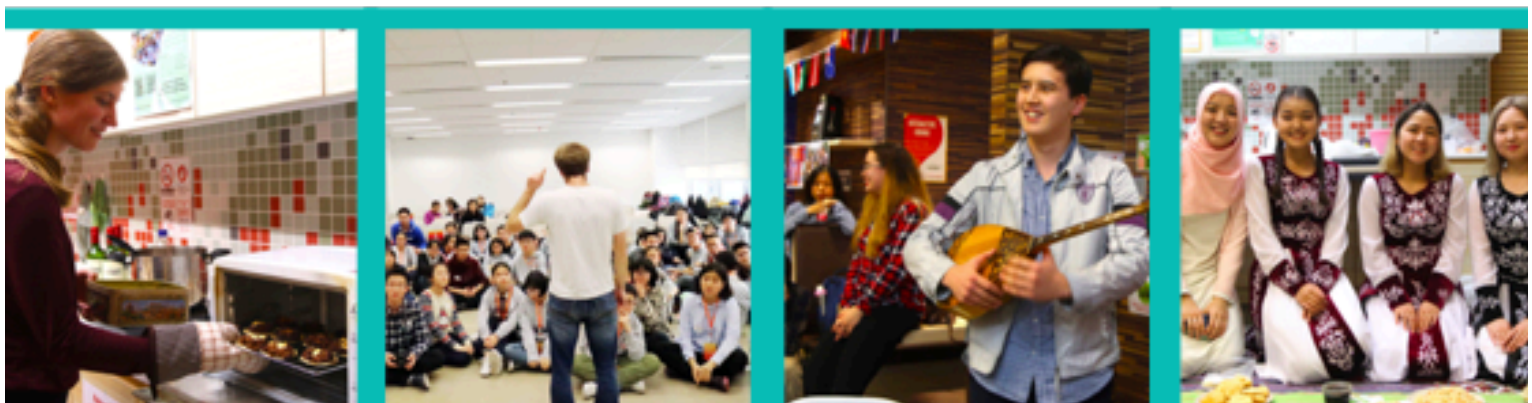
Inter Cultural Education (ICE) is a Social Enterprise founded in 2009 shortly after winning the Hong Kong Social Enterprise Challenge; in 2013, ICE was awarded The Hong Kong Polytechnic University Micro Fund Award for Entrepreneurship.

Proud of our mission to develop globally minded students and bring the world to them, we have worked with people over 83 nationalities and more than 50 schools, institutions and universities.

In 2017, we have also started recruitment for the first ever Secondary student community under *Inter Cultural Education Global Ambassador Programme (ICEGAP)*.

We are looking for globally-minded young university students with the passion to transform youth into global citizens. They must share our enthusiasm and vision to "connect people to understand the world" through exposing youth to global diversity. We would like to work with people who love education as well as the idea of generating social impact through service, understanding, respect and international friendship.

Over the past years, we have taken over 60 interns from local institutions such as the Chinese University of Hong Kong, University of Hong Kong and Hong Kong Baptist University; and international institutions such as the Princeton University, King's College London and Durham University. We look forward to having you as part of our amazingly diverse and global team!





## Conditions

- Hong Kong based (office in Kwun Tong, workshops in different schools)
- Part-time (10-15 working hours per week in total, at least 6 hours of work in office)
- Work in office mainly but with the possibility of working offsite during projects
- Master's students (priority)

## Positions available

1. Product Development (China Market) Intern
2. Project Management and Business Administrative Intern
3. Business Development Intern
4. Project Design Assistant Intern
5. Accounting intern
6. Brand marketing intern

## Interested?

Please send your CV and cover letter (please state your available time for work as well) to [ice@icehongkong.com](mailto:ice@icehongkong.com). Phone interview or face-to-face interview will be arranged within two weeks.

## Product Development (China Market) Intern

### Description

Product Development (China Market) Intern will be responsible for developing and improving the quality of existing business related and promotional materials that is available for Mainland Chinese customers; as well as providing innovative ideas on new training workshops and products that meet the needs of customers.

### Responsibility

- Work with Operations Manager to develop materials primarily for products that are oriented to Chinese customers
- Compile and document existing training materials in Chinese
- Research on Mainland Chinese market and develop new training and promotional materials and products

### Requirements

- Able to work in intercultural settings with an accurate orientation to the Chinese market
- Excellent command of written and oral Chinese
- Familiar with the mainland Chinese market and the use of mainland Chinese social media
- Good at analytical thinking, creative thinking and systemisation of procedures
- Fluent in English
- Basic visual design and Microsoft Office

### Benefits and Learning Outcome

- In-depth knowledge of the operation of a venturing Social Enterprise in Hong Kong
- Experience of working with an international group of colleagues and making connections with people from diverse backgrounds

## Project Management & Business Administration Intern

### Description

Project Management & Business Administrative Intern will be mainly responsible for preparing, coordinating and executing training workshops and events with our Programme Manager. Event might last from 3 hours to 7 full days. Business administrative work will also be required when projects are not in place.

### Responsibility

- Prepare, coordinate and execute projects such as training sessions and workshops
- Logistics preparation, evaluation of projects and report writing
- Communicate with trainers, volunteers, students and education institutes
- Preparing English Business Administrative documents
- Perform duties in general account servicing, marketing and administrative

### Requirements

- Minimum 6 months of internship
- High work responsibility & manage unexpected circumstances
- Good command of written and oral English
- Mature interpersonal skills, attention to details and an interested in event-based project management
- Previous experience in project management would be an advantage

### Benefits and Learning Outcome

- In-depth knowledge of the operation of a venturing Social Enterprise in Hong Kong
- Experience of working with an international group of colleagues and meet people from diverse backgrounds

## Business Development Intern

### Description

Business Development Intern will primarily be assisting Business Development Manager on improving sales and partnerships. Interns will engage in activities such as business meetings, contacting and communicating with customers and potential partners as well as writing proposals.

### Responsibility

- Assist in tracking businesses and facilitate negotiation between partners and the Manager
- Developing business proposals and tracking business strategies for existing (and new) customers
- Spot and contact potential partners/customers who value the service delivered by ICE
- Schedule and facilitate business appointments as well as maintaining good relationship with partners and service providers

### Requirements

- Confident, with excellent interpersonal skills and attention to detail
- Excellent command of written and oral English and Chinese
- Experienced in tracking leads and sales
- Good command of communication even whilst working remotely

### Benefits and Learning Outcome

- Intern will gain in-depth knowledge of a Social Enterprise in Hong Kong as well as concepts regarding Social Entrepreneurship.
- A unique opportunity to learn how to analyse, spot and initiate business opportunities; as well as packaging a product for sales
- Experience of working with an international group of colleagues and meeting people from diverse background

## Project Design Assistant Intern

### Description

Project Design Assistant Intern will work with the Marketing Manager and Programme Manager to create and refine graphic designs for school programme materials and marketing campaigns.

### Responsibility

- Develop theme (e.g. airport theme, travelling theme, etc) for school projects with Programme Manager
- Create and design school project materials to attract students' active participation
- Design professional business promotion materials
- Research on innovative promotional ideas for social media platform
- Assisting with other research and administrative work as assigned

### Requirements

- Proficient command of written and oral English
- Good in written and oral Chinese (not necessary but preferred)
- Good command of Adobe Illustrator, Photoshop or similar applications
- Proficiency in any graphic editing software will be an advantage

### Benefits and Learning Outcome

- A unique opportunity to express creativity that aligns with marketing strategies in an environment that offers great flexibility and autonomy
- Experience of working with an international group of colleagues and meeting people from diverse background

## Accounting Intern

### Description

Accounting Intern will work with Accounting Officer on data entry tasks, which will familiarise the intern with general accounting and bookkeeping processes. Additionally, the intern would have tasks such as photocopying documents, replying client calls, and keeping the office area efficient.

### Responsibility

- Assist Accounting Officer with preparing financial statements for external and internal purposes
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Be able to cooperate with the manager to gather and analyse data and track financial information.
- Follow compliances regarding handling confidential information

### Requirements

- Sufficient knowledge in accounting
- High level of efficiency, accuracy, and responsibility
- Proficient English writing and speaking
- Good command of written and oral English and Chinese
- Strong verbal and written communication skills.

### Benefits and Learning Outcome

- Opportunity to learn and gain first-hand experience in accounting in a small enterprise
- Increase the intern's ability to work more effectively in other business situations
- Familiarisation of accounting work will enhance intern's confidence, judgment, and overall accounting skills.

## Brand Marketing Intern

### Description

The main objective of the Brand Marketing Intern is to increase the brand awareness and visibility of ICE to public. Intern will have to research and identify both online and offline potential partnerships and sponsorships to increase ICE visibility. Intern will work with the ICE team to develop research and clear strategies to build ICE's brand awareness among schools, teachers and the public.

### Responsibility

- Research and contact potential clients and partnerships
- Prepare and draft proposals for potential partners and clients
- Shadow the General Manager in business meeting
- Contribute to administrative duties in developing and implementing brand marketing strategies

### Requirements

- Responsible team player capable of innovative thinking
- Good English written skills
- Fluent Cantonese and English speaking (preferred)
- Interested in building brand awareness of a small company
- Experienced in using social media platform (e.g. WeChat and Facebook)
- Experienced in business marketing development (preferred)

### Benefits and Learning Outcome

- Opportunity to experience branding process in a Social Enterprise
- Intern will be able to adopt a hands-on approach in learning about Marketing campaigns
- Opportunity to work with an international group of colleagues.