



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 100 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!

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Conditions

- Hong Kong based (office in Kwun Tong, workshops in different schools)
- Full time working hours, 10am-6pm, Monday to Friday. Staff might be required to join our ad hoc weekend projects
- Work in office mainly but with the possibility of working offsite during projects
- Master's students (priority)

Positions available

1. Event Development and Management
2. Business Development and Administration Intern
3. Community Management Intern
4. Content Creator for Social Media (Video/Writing)
5. Marketing Communications
6. Advertising and Branding Intern
7. Education Training Intern (School Programme)

Interested?

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

Event Development and Management Officer

Event Development and Management Officer will be mainly responsible for preparing, coordinating and executing both online/offline training workshops and events with Programme Management team. Event are mainly project based and will last from 3 hours to 7 full days. Officer is also responsible for assisting in work from deciding the workshop schedule, setting project timeline and budget to communication with clients, external service providers and international guests.

Responsibility

- Act as primary contact between event organizer and management team long term
- Assist Programme Manager to plan and coordinate all event details with stakeholders - including set-up, communication with external service providers and teachers
- Support event planning and ensure successful delivery of all venue services on time with quality and customer satisfaction
- Assist in creating programme and online education materials for school projects to attract students' active participation in school projects
- Provide support on event planning provisions and general administration support
- Communicate with trainers, volunteers, students and education institutes
- Logistics preparation, evaluation of projects and report writing

Requirements

- Experienced in leading a team of 2-3 people
- Passionate about building programmes, events, and engagement around communities. Interest in cultural integration, diversity and entrepreneurship will be beneficial.
- Strong multitasker, able to work under pressure to meet tight timelines and manage different tasks across departments
- Mature interpersonal skills, attention to details and an interested in event-based project management
- Good command of written and oral English
- Previous experience in project management would be an advantage
- Adobe Suite experience a plus.

Business Development and Administration Intern

Business Development Intern will primarily be assisting Business Development Manager on improving sales and partnerships. We are creating a community both online/offline that encourage people to make friends with people different cultures and be curious of the world. Interns will engage in activities such as business meetings, contacting and communicating with customers and potential partners as well as funding proposals.

Responsibility

- Expanding our target audience network as well as assist in applying for potential funding bodies in order to achieve our aim making the world and public more interested in culture, diversity and inclusion, break stereotypes and inspire people to learn more about the world.
- Assist in tracking businesses and facilitate negotiation between partners and the Manager
- Developing business proposals and tracking business strategies for existing (and new) customers
- 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 details
- Excellent command of written and oral English and good in Chinese
- Experienced in tracking leads and sales
- Good command of communication even whilst working remotely
- Ability to work cooperatively in a cross cultural team environment
- Interest in cultural integration, diversity and entrepreneurship will be beneficial

Community Management Intern

Community Management Intern will work closely with the Operations Manager to organise regularly community events – Explorers’ Month and actively go out within the community to connect with potential stakeholders and business partners. Intern will assist in work from deciding the workshop schedule and partners to designing and thinking of our marketing strategies.

Committed intern will help in developing partnerships and collaboration with organisations and freelancers for potential B2B and B2C business and potentially creating marketing campaigns.

Responsibility

- Identify the needs of different stakeholders and drive engagement across the ICE network
- Assist to curate our Explorers’ Month and community initiatives, from internal events to online campaigns, develop a community for different stakeholders
- Overlooking and responsible for the whole cycle of producing a new series of workshops for the whole semester
- Ad-hoc support for Operations Team, including secretarial and administrative support as required

Requirements

- Passionate about building programmes, events, and engagement around communities. Interest in cultural integration, diversity and entrepreneurship will be beneficial.
- Prior content creation and community management experience
- Strong sense of responsibility, adaptability and attention to details
- Strong multitasker, able to manage different tasks across departments
- Good command of written and oral English
- Confident to handle ad-hoc task independently
- Adobe Suite experience a plus.

Content Creator for Social Media (Video/Writing)

Social and Digital Content Creator Intern will work closely with the Marketing Manager and core team to provide ideas and create engaging visual content for ICE's social media channel including videos, posts for Facebook and Instagram with the goal of producing meaningful engagement and significant growth and expanding our B2C market.

We are creating a community both online/offline that encourage people to make friends with people different cultures and be curious of the world. You will help to create content for our social media to get the general public more interested in culture, diversity and inclusion, and inspire people to learn more about the world.

Responsibility

- Create culture related content for social media platforms (Youtube and Instagram) to promote global diversity and enhance interest of cultural learning
- Design short, fun informative online content (video or writing) to attract students' active participation and cultural awareness with the aim of promoting ICE events and connecting people around the world
- Video editing and postproduction

Requirements

- Passionate in documenting stories, facts about the world and create work to communicate above to the public
- Experienced in photo and video editing and production
- Good command of written and oral and written English and Chinese
- Ability to work cooperatively in a team environment
- Interest in cultural integration, diversity and entrepreneurship will be beneficial

Marketing Communications

Marketing Communications Intern will work closely with the Marketing Manager and core team to identify viable ideas through analysing our projects' nature and social media performance; assist in the preparation of marketing materials and documents; and create and implement online and offline advertising campaigns.

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Responsibility

- Support marketing team in the preparation of all marketing related documents
- Assist in the production of marketing materials and literature
- Write and proof-read creative copies, devise and present ideas
- Provide administrative support to the management
- To assist in planning and carrying out integrated online and offline advertising campaigns
- To work with internal business units and external partners

Requirements

- Passionate in documenting stories, facts about the world and create work to communicate above to the public
- Experienced in photo and video editing and production
- Good command of written and oral and written English and Chinese
- Ability to work cooperatively in a team environment
- Interest in cultural integration, diversity and entrepreneurship will be beneficial



Advertising and Branding Intern

We are creating a community both online/offline that encourage people to make friends with people different cultures and be curious of the world. You will help to create content for our social media to get the general public more interested in culture, diversity and inclusion, and inspire people to learn more about the world.

Responsibility

- Research and identify new social media/digital marketing trends; make recommendations to the team, as appropriate
- Brainstorm branding strategy and execute cross social media platforms
- Launch marketing campaign to overseas potential participants
- Work collaboratively and communicate with the core team to develop and ensure programme goals

Requirements

- Experienced in developing branding strategy on social media and implementing new marketing campaigns
- Experienced by in suing Adobe Photoshop, Illustrator
- Open-minded and ready to embrace and experiment on new ideas and initiatives
- High work responsibility and manage unexpected circumstances
- Good command of written and oral and written English and Chinese
- Ability to work cooperatively in a team environment
- Interest in cultural integration, diversity and entrepreneurship will be beneficial

Education Training Intern (School Programme)

Education Training Intern (School Programme) will work closely with our main trainers and Programme Manager to develop lesson plans, rundown and materials for our primary school to our corporate programmes. Intern is required to join our school programme to understand our teaching style and methodology and assist in our school programmes. Intern will be train up to be an assistant trainer if she/he is comfortable on stage.

Responsibility

- Supporting new programme initiatives design and assist in developing and implementing innovation ideas for cultural workshops/programmes
- Create lesson plans and design teaching materials/props for ICE Cultural Programmes on secondary school level to transform the school into an international school temporarily
- Project evaluation (quantitative and qualitative)
- Identify problems and propose new product ideas to the core team
- Work collaboratively with the core team to ensure programme goals, objectives, and integrate research and educational information into school programme materials
- Creation of in-house artwork, and design of educational materials.

Requirements

- Open-minded and ready to embrace and experiment on new ideas and initiatives
- Demonstrated ability to establish and maintain effective working relationships with different stakeholders
- Detail-oriented, independent, proactive and responsible
- Flexible worktime
- Excellent command of written and oral English
- Strong organizational, planning, and research skills
- Major/Minor in Education (Preferred)