



ICE IS HIRING PART TIME 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 150 schools, institutions and universities.

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 80 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 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)
- ICE working hours, 11am-6pm, Monday to Friday.
- Part time working duration: 2 days/week for around 14 hours.
- Interns might be asked to join our ad hoc weekend projects
- Work in office or onsite in various schools during projects (based on your intern position)

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.

Business Development and Administration Intern

The Business Administration Officer will primarily be assisting the General Manager on improving sales and partnerships on B2B and B2C business. ICE strives to continuously develop innovative and impactful cultural programmes for students and the public in Hong Kong and also overseas. We hope to further expand our business by increasing programme varieties, working with international partners and partnering with local charities and organisations.

We are creating a community both online/offline that encourages people to make friends with people of different cultures and be curious about 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 assisting in applying for potential funding bodies in order to achieve our aim of making the world and public more interested in culture, diversity and inclusion, break stereotypes and inspire people to learn more about the world.
- Participating in development and execution of cross cultural programme features/promotions/campaigns to drive business volume
- Assisting in B2B & B2C market research, developing business proposals, tracking businesses
- 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 regular 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)

Creative Content and Social Media 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 YouTube videos, posts for Facebook and Instagram with the goal of producing meaningful engagement and significant growth and expanding our B2C market.

We are creating an online community that encourage people to make friends with people different cultures and be curious of the world. You will help to create videos to promote cultural exchange and diversity through a fun and engaging way, and inspire people to learn more about the world. One of our recent YouTube videos receive 111k views with 3.5k likes!

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) to attract the public's active participation and cultural awareness with the aim of promoting ICE events and connecting people around the world
- Creating Storyboard and script
- Video Shooting / Editing, Photo Shooting / Editing
- Liaising with different international guests when creating content

Requirements

- Passionate in exploring cultures or travelling
- Experienced in video editing and production and marketing
- Won't be shy to communicate with non locals
- Good command of written Chinese and English
- 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 encourages people to make friends with people of different cultures and be curious about 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 trained 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 work time
- Excellent command of written and oral English
- Strong organizational, planning, and research skills
- Major/Minor in Education (Preferred)

Graphic Design for Social Media

Graphic Design for Social Media will work jointly with other departments in multiple areas to provide graphic design solutions and executions to enhance our profile and user experience. Designs should be in line with our core beliefs and way of thinking, visually stunning, contemporary but also respectful and interculturally meaningful.

Not only is an essential good grasp of various web, as well as physical design tools required but more importantly also a good artistic sense, one to get the general public more interested in inter culture!

Responsibility

- Create design layouts for various online social media (Facebook, Instagram, YouTube etc.)
- Design web banners and other web promotional materials
- Produce physical design works and materials for offline projects
- Able to provide effective design solutions and graphic materials in line with company's vision

Requirements

- Generally good graphic sense, drawing skills and creative thinking
- Good understanding of design market trends
- Have a good knowledge of industry latest standard design tools (Adobe Photoshop, Adobe Illustrator etc.)
- Ability to work cooperatively in a team environment
- Interest in cultural integration, diversity and entrepreneurship will be beneficial