

織善協作



Intern position / title	Summer Intern	
Job duties	Research Assistance: Conduct market research and gather pertinent data to support project objectives. Project Initiation: Initiate and assist in the development of social and environmental projects. Proposal Writing: Acquire skills in formulating funding proposals. Meeting Participation: Engage in client and team meetings, taking detailed notes and contributing insights. Administrative Support: Perform general administrative tasks to facilitate smooth operations. Marketing Support: Assist in promoting NGOs through various marketing strategies.	
Requirements	<i>Language</i> Fluency in Cantonese: Strong verbal and written communication skills are essential for effective collaboration and documentation.	<i>Computer</i> Office Software Proficiency: Basic proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Basic AI Knowledge: Familiarity with basic artificial intelligence tools and applications relevant to the role.
Working location	TBC	

APPLY NOW