

織善協作



Intern position / title	Summer Intern
Job duties	Event Coordination Support: Assist in the planning, logistics, and execution of social and environmental projects and events. Provide on-site support as needed. Grant Application & Research Support: Conduct targeted research to identify potential funding opportunities, foundations, and grants. Assist in gathering data and preparing materials for funding proposals. Marketing Assistance: Support the promotion of the organization and its partner NGOs. This includes creating content for social media, assisting with email newsletters, and supporting various marketing strategies. Administrative Support: Perform general administrative tasks to facilitate smooth operations, including data entry, scheduling, and taking detailed notes during client and team meetings. Design Support: Assist in creating basic design materials (e.g., social media graphics, presentation slides, event posters) to support marketing and project needs.

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Requirements (Language)	Fluency in Cantonese: Strong verbal and written communication skills are essential for effective collaboration and documentation.
Requirements (Computer)	Software Proficiency: Proficiency in Google Workspace tools, particularly Google Docs and Google Sheets.
Requirements (AI Knowledge)	Understanding of AI Software: Familiarity with basic artificial intelligence (AI) tools • Experience with large language models (LLMs) such as ChatGPT or Gemini (especially Nanobanana) • And AI agents is a significant advantage
Working location	TBC

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