

Soap Cycling

(<https://soapcycling.org/>)



Intern Position / Job duties

Human Resource Intern

- Plan the HR requirement for volunteering sessions
- Coordinate and recruit volunteers
- Plan and manage corporate events (one of Soap Cycling's revenue streams as a charity)
- Coordinate the student intern team and organise workflow
- Manage the outreach program for schools etc.

Marketing Intern

- Social Media - develop creative ideas to engage the public on Soap Cycling's mission, manage our accounts independently
- Crowdfunding- create and sustain campaigns to raise money for Soap Cycling
- Electronic Direct Mail (EDM) - newsletter curation
- Leaflet/Promotional materials - present the updated figures and abstract important information into eye-catching infographics

Operations Intern

- Warehouse Space - improve our soap processing facility so that it remains safe, productive, and engaging to volunteers and staff
- Data recording system (airtable) - to set up efficient inventory measures to keep track of our different products at the warehouse (handmade soaps, recycled bar soap, recycling amenity bottles).
- MEY Program - work with ethnic minority and special needs part-time workers to create meaningful and dignified work for the less-advantaged in Hong Kong
- Safety regulations - understand the risks in the warehouse and improve safety measures
- Warehouse marketing - produce new props and distribution map banner

Requirements

- Ideal for students who want to enhance their communication skills, attention to detail, and ability to influence others
- Any background/major is welcome to gain valuable experience from these elementary and practical working skills
- Design, CRM, social media, digital marketing
- Willing to learn and use new IT tools and tech-savvy
- Good content writing
- Interest or hobby in photography is a plus
- Bonus: Interns who are strong on graphic design, have an apt eye for branding in a visual sense and can whip up fun, informative and instructive copywriting for social media and other communication documents
- Detail-minded
- Tech-savvy / Willing to learn and use IT record-keeping tool
- Passionate in building relationship with different people like MEY workers and local communities

Working Location

Tsuen Wan

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