

Soap Cycling (1)



Practices Position / Title	Team Management Intern
Key Responsibilities	• Plan and oversee human resources and staffing requirements for volunteering sessions • Recruit and coordinate volunteer teams for key initiatives. • Organize corporate and charity events end-to-end. • Supervise student interns, establishing structured workflows and daily operations. • Manage and expand outreach educational programmes for academic partners.
Requirements	• Eager to develop strong communication skills, detail-orientated, and capable of influencing others positively • Candidates from all academic backgrounds and majors are welcome to apply • Occasional travel to various working locations may be required based on workshop schedules.
Working Location and Contact Hours	November 2024 to January 2025 Total 8-12 week (Negotiable) Kwai Hing (Office)

Soap Cycling (2)



Practices Position / Title	Marketing Intern
Key Responsibilities	• Advocate creative ideas to advance Soap Cycling's mission while independently managing official social media platforms • Translate complex data and key impact figures into eye-catching infographics and promotional materials • Curate and execute monthly newsletter campaigns via Electronic Direct Mail (EDM) • Provide operational and creative support for crowdfunding campaigns
Requirements	• Proficient in graphic design, CRM tools, social media management and digital marketing • Tech-savvy with a strong willingness to learn and adopt new digital tools • Excellent content writing and storytelling capabilities • Hands-on experience graphic design, copywriting, branding or photography is an advantage • Passion for photography is a plus
Working Location and Contact Hours	November 2024 to January 2025 Total 8-12 week (Negotiable) Kwai Hing (Office)

Soap Cycling (3)



Practices Position / Title	Operations Intern
Key Responsibilities	• Oversee warehouse space maintenance and general facility upkeep • Execute efficient inventory control measures using Airtable, to track product quality and stock levels • Collaborate with ethnic minority and special needs part-time workers under MEY Porgramme, ensuring full compliance with Hong Kong Safety regulations • Support marketing initiatives by designing new props and coordinating the distribution of map banners
Requirements	• Detail-minded with high standards for quality and accuracy • Tech-savvy with a strong willingness to learn new digital recording tools • Passionate in building relationship with diverse stakeholders like MEY workers and local communities • Occasional travel to various working locations may be required based on workshop schedules.
Working Location and Contact Hours	November 2024 to January 2025 Total 8-12 week (Negotiable) Kwai Hing (Office)