

Office of Service-Learning, Lingnan University
Job Descriptions

Students, who join the Internship Programmes under the Office of Service-Learning, will have a chance to work with different organizations (e.g., LEI, HKFYG, and Gatherly) in their office. OSL staff will have regular online consultations with students to follow up with their working progress.

If you want to select your OSL as your 1st or 2nd priority and want to choose your preferred organizations under the OSL's internship programmes, please send your updated preference to Mr. Chad Chan (chadchan@ln.edu.hk) on or before 7 April 2021. Also, OSL will reserve the right to assign students to work with different organizations.

Office of Service-Learning (OSL) (<https://www.ln.edu.hk/osl>)

- Conduct Service-Learning related Projects
- o Work with a colleague from the Service-Learning and Research Scheme and assist them on S-L related courses
- Manage the Social Media Platforms of OSL
- o Increase the number of reach at Facebook Page and Instagram of the OSL
- Design different campaigns to raise awareness of different social issues
- o Post social issues related campaign to encourage communication between users

Lingnan Entrepreneurship Initiative (LEI) (<https://www.ln.edu.hk/lei>)

- Conduct Innovation and Entrepreneurship related projects
- o Design your project to improve the I&E ecosystem on campus
- Support LEI current project about Transparent Mask, Furniture-Coffin, E-Wheelchair, and UVC Robot
- Manage the Social Media Platforms of LEI
- o Increase the number of reach at Facebook Page and Instagram of the LEI

Hong Kong Federation of Youth Groups (HKFYG) (<https://hkfyg.org.hk>)

- Manage the Social Media Platforms of HKFYG
- o Increase the number of reach at Facebook Page and Instagram of the HKFYG
- Assist HKFYG staff to conduct secondary schools projects and visits
- Work on ad-hoc events that focus on secondary schools students

Gatherly (<https://www.gatherlyhk.com/>)

Responsibility:

- Support elderly and Gatherly to plan, run and manage various workshop and programme

- Social media content creation and marketing
- Daily administration support
- Perform any ad hoc duties as required by the supervisor

Requirements:

- Creative and passionate about serving the community
- Strong coordination and communication skills
- Proactive team player
- Able to work independently and have strong self-motivation
- Previous experience working or volunteering in social enterprise or NGOs is preferred

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- Proficiency in English, Cantonese
- Good PC and social media skills