1. Job description

**Mother’s Choice 2022 Student Summer Internship Program (Volunteer)**

Are you a college or university student who believes in the vision and mission of Mother’s Choice, and do you want to make a difference? If so, apply to our 2022 Summer Internship Program!

Working alongside the multicultural, dedicated and passionate teams at Mother’s Choice, our interns will have the unparalleled opportunity to experience first-hand, and to contribute to the invaluable work that Mother’s Choice does for children, youth and families in Hong Kong.

**About the Programme**

Our interns work with services and departments supporting children, youth, families and operations. This year, we offer 4 categories of internship positions to undergraduates, including:

- Research
- Media and Marketing Support
- Communications Support
- Program Support

**What attributes must you have?**

In addition to having a passion for and commitment to our mission and vision, we are seeking students with the following attributes:

- Open-minded, non-judgmental, positive with a can-do attitude
- Excellent command of written and spoken English, or Chinese, or both
- Good organizational and interpersonal skills
- Solid computer skills and familiar with Microsoft Office
- A good team player but also able to work independently

2. Working period

Varies depending on the project needs but typically 2-4 days’ work per week for 2-8 weeks from June to August.

3. Nature of Internship (Full-time/Part-time)

Part-time summer internship

4. Application method
Further details of the program can be found on our website: https://www.motherschoice.org/en/take-action/student/student-summer-internship-programme-2022/. Interested applicants should submit an online application via a form on our website.

5. Application deadline
   - Application deadline of 1st batch: 9th May
   - Application deadline of 2nd batch: 5th June
2022 STUDENT SUMMER INTERNSHIP PROGRAM (Volunteer)

1. Research
Ideal for university students who wish to understand the issues faced by Mother’s Choice and aid in program development.

Positions include:

1.1) **Policy Research**
- **Main responsibility:** Policy research on globally best practices in Comprehensive Sexuality Education with recommendations on best way forward for Hong Kong
- **Requirements:** Undergraduate in either Law or Global Public Health & Policy disciplines (year 2 and above)
- **Internship period:** 3 days per week, 4 weeks or above, start in June

1.2) **Community Education Research**
- **Main responsibility:** Research the globally best practices and develop communication materials/videos on online safety and online sexual abuse relating to vulnerable children and youth for the use of professionals, parents and youth
- **Requirements:** Undergraduate in either Law or Marketing or Communication disciplines (year 3 and above)
- **Internship period:** 4 days per week, 6 weeks or above, start in June

1.3) **Youth Services Best Practice Research**
- **Main responsibility:** Review international best practices in Train-the-trainer models of Comprehensive Sexuality Education
- **Requirements:** Knowledge, interest and sense in youth sexual health; Education/Social Sciences background preferred
- **Internship period:** 2 days per week, 8 weeks, start in July

1.4) **Child Care Research**
- **Main responsibility:** Research on child related / early childhood topics
- **Requirements:** University students; self-motivated, initiative, responsible; proficiency in Microsoft Word, Excel, PowerPoint and Chinese Word processing; good written English and Chinese
- **Internship period:** 3 days per week, 6-8 weeks, start in July

2. Media and Marketing Support
Ideal for creative storytellers with video shooting and editing skills

Positions include:

2.1) **Adoption Services Media Support**
- **Main responsibility:** Transcribe and edit videos of (not limited to) sharing of adoptees/adoptive families
- **Requirements:** Video shooting and editing experience using limited resources; experience to create attractive content using pre-existing video
- **Internship period:** flexible, 6-8 weeks, start in June

2.2) **Graphic Design**
- **Main responsibility:** Produce creative work in graphic design and develop materials for online platform
- **Requirements:** Upload your portfolio/any of your design work; possess good design skills with knowledge in design programs (e.g. InDesign, Illustrator,
Photoshop etc.); familiar with Canva; possess video editing skills a bonus; preferably with experience in similar projects
- Internship period: 4 days per week, 8 weeks, start in July

2.3) **Marketing and Communications**
- Main responsibility: Assist in Instagram campaign, online stories coordination and translation of materials
- Requirements: **Upload your portfolio/samples of your work**: proficiency in Microsoft Word, Excel, PowerPoint and Chinese Word processing; background in Communications, Marketing, Translation, Business Administration, Social Science or related majors preferred
- Internship period: 4 days per week, 8 weeks, start in July

3. **Communications Support**
Ideal for students who wish to gain hands-on experience in learning specific topics/ issues and using that knowledge to create and develop core communication materials.

Positions include:

3.1) **Child Protection**
- Main responsibility: Convert Legal Manual content and develop a 101 Top Tips User-Friendly Guide into e-Learning courses to help build capacity among MC team members
- Requirements: Undergraduate in either Law or Marketing or Communication disciplines (year 2 and above); basic knowledge in design software (e.g. Canva, InDesign, etc)
- Internship period: 3-4 days a week, 4 weeks or above, start in June

3.2) **Foster Youth Transition Toolkit**
- Main responsibility: Create content for an information toolkit and handy materials in Chinese for foster youth to prepare themselves for age-out
- Requirements: Proficient in both written English and Chinese; skills in layout design preferred
- Internship period: 4 days a week, 3 weeks, start in June

3.3) **Foster Care Services Copywriting**
- Main responsibility: Assist in designing practice questions for the CANS eLearning platform (aged 7-25 version) for social workers
- Requirements: Undergraduate in Social Sciences or Social Work preferred; proficient in both written English and Chinese
- Internship period: 4 days a week, 3 weeks, start in June

4. **Program Support**
Ideal for students who wish to explore how the specific topics and knowledge can be converged in our programs of services.

Positions include:

4.1) **Adoption Services Heritage Tour Project**
- Main responsibility: Research the existing heritage tours (especially Asia-wide) and help develop a localized heritage tour project
- Requirements: Familiar with social media platforms; able to communicate confidently with people from different cultures/knowledge of other languages; strong interest in the stories and experiences of others
- Internship period: 6-8 weeks, start in June
4.2) **Adoption Services Program Assistant**  
- Main responsibility: Assist in preparing for the parenting workshop and other program-related duties  
- Requirements: Undergraduate in Social Sciences discipline; knowledge in graphic design, multimedia and social media preferred  
- Internship period: 2-4 weeks, start in June

4.3) **Youth Services Program Development**  
- Main responsibility: Review sexuality education materials with current trends and data and analyze students' survey responses to aid program content development  
- Requirements: Open-minded; knowledge, interest and sense in youth sexual health; creative and critical; able to use design software e.g. Canva; experience in scientific literature review is a plus  
- Internship period: 2 days per week, 8 weeks, start in July