

**Lingnan Institute of Further Education
Internship and Career Service Scheme 2017**

職位編號 : Job#20170124



The Hong Kong Council of Early Childhood Education and Services (CECES) was established in response to many inadequate provisions for children and families. In 1982, we started as an advocacy group calling for better policies regarding early childhood, teacher education, facilities and subsidies for parents. Today, we provide informal education programs including the learning of English, healthy living, environmental and conservation education and sports to underprivileged families in Hong Kong. Many of these children come from broken homes or are living in poverty or need special educational care.

Website : www.hkceces.org/

Marketing Assistant (Internship) [No. of Vacancy : 5]

Requirements:

- Intern students with a keen interest in PR and marketing
- Possess strong written and design skills
- Motivated, detail-minded and an ability to multi-task
- Excellent communication and people skills

Responsibilities:

- To assist with promotional activities for a charity
- To provide support in image building and marketing campaigns
- To organise events, liaise with external parties and conduct research
- To design brochures, leaflets and marketing materials
- To assist in digital marketing and write promotional articles on social media
- To assist with photography and video production
- To help with translation work
- To attend training sessions on specified dates

Lingnan Institute of Further Education Internship and Career Service Scheme 2017

Details

Company The Hong Kong Council of Early Childhood Education and Services

Classification

Job Location Learning centres and outdoor venues

Business Nature NGO & Charity

Job Nature Work related to PR & marketing

Type of Employment Internship / Trainee Programme

Working Hour 9am – 5pm, Mon to Fri

*Interns must be able to commit at least a month

Academic Requirement Diploma / Higher Diploma / Associate Degree or above

Salary/Allowance Voluntary basis