

Business Development Internship

About Africa Center Hong Kong:

Africa Center Hong Kong is a platform and creative hub that fosters value-creating interactions between African and non-African communities in Asia. Our products and services focus on bridging cultural differences, thereby fostering relationships and cultural understanding between communities. We are a social enterprise that understands the need for community representation and diverse experiences, and we aim to fulfil those needs through great products and services for our clients, with a broader long-term view and a firm emphasis on client satisfaction. We are driven by our commitment to social impact and innovative practices that foster meaningful conversations through entrepreneurship.

About you:

We are looking for talented and enthusiastic interns. This is a unique opportunity to contribute and gain insight into team growth-based activities across all areas of our strategic planning. You will be actively participating in looking for new business opportunities. This internship will involve assisting in the development and implementation of initiatives aimed at attracting new partners, customers, and supporters, as well as contributing to marketing and communications efforts to enhance the organization's profile and impact.

Requirements:

- Well-organised and punctual
- Proactive (has the self-initiative to execute)
- Fluency in English required
- Motivated to learn, self-driven, and open-minded

Tasks

- Support Strategy Development: Assist in the execution of short-term (1-year) and long-term (3-year) business development strategies to identify and cultivate new revenue streams, partnerships, and collaborations.
- Market Research: Conduct research and analysis to identify opportunities for programs, products, and services that align with the organization's mission.
- Marketing Support: Help implement marketing plans aimed at increasing website traffic, social media followers, and media mentions.
- Stakeholder Engagement: Assist in building and maintaining relationships with key stakeholders, including corporate partners, community organizations, and potential donors.

- Event Representation: Attend external events, conferences, and meetings to promote the Africa Center and identify new business prospects.
- Collaboration: Work closely with the program and operations teams to ensure coordination between business development, marketing, and program delivery.
- Performance Monitoring: Help track the performance of business development and marketing initiatives, providing recommendations for improvement.
- Internal Communication Support: Assist in maintaining effective internal communication channels within the organization to ensure alignment and collaboration among teams.
- Team Support: Collaborate with the marketing team to enhance productivity and efficiency in ongoing projects.

Benefits:

- Our intern-graduates gain great skills that will be useful in their search for full-time employment after their studies
- Recommendation Letter at the end of the internship

More details:

- Internship duration: minimum of 2 months
- Frequency: 5 days per week and available on weekends
- Please send your cover letter and curriculum vitae to africa@africenterhk.com
- Please indicate in the email subject the position you are applying for

Contact Details:

Email: africa@africenterhk.com

Telephone: +852 9260 6185

Website: www.africenterhk.com

Address: 8/F, Breakthrough Centre, 191 Woosung Street, Jordan, Kowloon, Hong Kong.

We look forward to your application!