

Operations 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 the planning and execution of all our programs. In this internship, you will have the chance to explore a broad range of activities and help in their planning and execution.

Requirements:

- Well organised and punctual
- Fluency in English required
- Motivated to learn, self-driven, and open-minded

Tasks:

- Provide support to all departments
- Develop strategic procedures for a project's success
- Coordinating with project managers on event organization
- Procuring materials and resources needed by all the departments
- Planning and budgeting for projects
- Keeping operation costs within the budget
- Ad hoc tasks

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!