

CSR Program 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 and therefore fostering relations and cultural understandings between communities. We are a social enterprise that understands the need for community representations and diverse experiences thus trying to fulfill 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 social impact and influential practices of fostering conversations through innovation and entrepreneurship.

About Dream Launch Achievers Program

Africa Center Hong Kong newly launched **Dream Launch Achievers Program** (DLAP), a nonprofit initiative designed to assist African and other ethnic minority youths and low-income Chinese youths in Hong Kong to achieve their education and career goals.

Dream Launch Achievers Program seeks to provide a skills development program for youths which empowers them to enter the job-market with confidence and be able to compete with other youths.

The target audiences of DLAP include:

- African youths
- Refugee youths
- Ethnic minority youths
- Low-income Chinese youths

Our methodology includes organizing career and academic workshops, as well as networking events for marginalized youths in Hong Kong and we invite corporate partners to participate as a CSR collaboration.

About You:

We are looking for a passionate and driven individual who is committed to making a positive impact in the community. The ideal candidate for the CSR program intern role at Africa Center Hong Kong should possess the following skills and qualities:

1. Genuine Passion for Social Impact
2. Excellent Communication Skills
3. Proactive and Resourceful
4. Cultural Sensitivity and Empathy
5. Organizational and Time Management Skills
6. Recruitment and Outreach Experience
7. Research and Analytical Skills
8. Proficiency in Microsoft Office Suite

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Roles & Responsibilities

Program Support:

- Assist in planning, organizing, and coordinating the CSR programs, including but not limited to the career workshop for African youths, writing and presentation workshop for refugee university applicants, and visiting and providing consultation services to African businesses in Chungking and Mirador Mansions.
- Help develop program timelines, schedules, and budgets.
- Coordinate logistics such as venue booking, participant registration, and material preparation.

Outreach and Recruitment:

- Support participant recruitment efforts by identifying and reaching out to potential African youths, refugee university applicants, and African businesses.
- Help develop and implement strategies to engage and attract participants from the target groups, including utilizing social media, community networks, and partnerships with relevant organizations.
- Assist in conducting outreach activities, such as attending community events, networking sessions, and career fairs to promote the programs and recruit participants.

Partnership Development:

- Assist in identifying and cultivating partnerships with corporate organizations, NGOs, and other stakeholders that share a common interest in the CSR programs.
- Support the development of partnership proposals, presentations, and agreements.
- Help maintain positive relationships with existing partners and explore new collaboration opportunities.

Workshop Facilitation:

- Support the facilitation of workshops by coordinating with trainers, speakers, and participants.
- Assist in developing workshop materials, presentations, and handouts.
- Provide logistical support during the workshops, such as setting up equipment, managing registration, and ensuring a smooth flow of activities.

Grant and Funding Application Support:

- Research and identify potential grant opportunities and funding sources relevant to Africa Center Hong Kong's CSR programs.
- Assist in developing compelling grant proposals, including narrative drafting, budget preparation, and supporting documentation.
- Coordinate the submission of grant applications, ensuring adherence to deadlines and requirements.

Research and Content Development:

- Conduct research on relevant topics related to the CSR programs, such as career development for African youths, refugee university application processes, and business consultation services for African enterprises.
- Assist in creating educational and informational resources, such as guides, toolkits, and presentations, to support the workshops and consultations.

Data Collection and Evaluation:

- Help collect data and feedback from participants during and after the workshops.

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- Assist in analyzing and summarizing the data to evaluate the effectiveness and impact of the CSR programs.
- Contribute to the preparation of reports and presentations to share the outcomes and achievements of the programs.

Administrative Support:

- Provide general administrative support, including maintaining program documentation, managing email correspondence, and organizing files and records.

Benefits

- In addition to being part of a great community and the learning experience, the Africa Center Hong Kong covers meals and provides transportation subsidies to all our interns
- 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 2 months (negotiable)
- Frequency: 5 days per week (negotiable)
- Availability on weekends may be required
- Please send your cover letter and curriculum vitae to africacenter.hongkong@gmail.com
- Please indicate in the email subject the position you are applying for

Contact Details:

- Email africacenter.hongkong@gmail.com
- Telephone +852 9260 6185
- Website www.africacenterhk.com
- Address 12/F, 21 Hillwood Road, Tsim Sha Tsui, Hong Kong, SAR

We look forward to your application!