

**I-CARE Centre for Whole-person Development**

博群全人發展中心

**NGO Internship Programme (Hong Kong) 2020-21****2020-21 博群非牟利團體實習計劃（香港）**

<b><u>General information of partner agency 實習機構資料</u></b>	
Name 名稱:	CarbonCare InnoLab 低碳想創坊
Address 地址:	18A Seabright Plaza, 9-23 Shell Street, Hong Kong
Website 網頁:	<a href="https://www.ccinnolab.org/">https://www.ccinnolab.org/</a>
Brief introduction of the agency 實習機構簡介:	<p><i>(English version only)</i></p> <p>CarbonCare InnoLab (CCIL) is an independent community NGO dedicated to expanding the circle of people active on climate change innovation, education and action, with a strong focus on youth and students. We put special emphasis on multi-stakeholder engagement and solution-oriented processes, as well as awareness-building across the community.</p> <p>You will have the opportunity to learn event planning, assist in environmental projects, serve participants with green minds and gain knowledge about Climate Change.</p>

<b><u>Details of internship offered 實習計劃詳情</u></b>	
Internship period 實習期:	From 由: 07/06/2021 to 至: 30/07/2021 (dd/mm/yyyy)
No. of weekly working hours 每星期工作時數:	16 hours 16 小時
Position 職位:	Programme Assistant
No. of vacancies 名額:	3
Job description 工作內容:	<p><i>(English version only)</i></p> <ul style="list-style-type: none"><li>• To assist in event planning and execution</li><li>• To assist in developing social media content which includes Facebook and Instagram and collecting data for analytic purpose</li><li>• To assist in creating marketing collaterals</li><li>• To support in the organisation of any fundraising and brand building initiatives</li></ul>

Requirements 要求:	<p><i>(English version only)</i></p> <ul style="list-style-type: none"> <li>• All members of the CCIL team need to be passionate about climate change challenges and fully committed to our mission.</li> <li>• Good command of Chinese and English</li> <li>• Outgoing and have good interpersonal skills</li> <li>• Good writing skills</li> <li>• Self-motivated for excellence</li> <li>• Well-organised and attention to details</li> <li>• Familiar with graphic design software such as AI or Photoshop would be an advantage</li> </ul>
Specific skills 特別技能:	<p><i>(English version only)</i></p> <ul style="list-style-type: none"> <li>• Good writing skills</li> <li>• Familiar with graphic design software such as AI or Photoshop would be an advantage</li> </ul>
Working mode 工作模式:	Fixed workplace 固定工作地點
Allowance 津貼:	<p>HK\$50 / hour (by I-CARE Centre for Whole-person Development)</p> <p>港幣\$50 / 小時（由博群全人發展中心資助）</p>