

I-CARE Centre for Whole-person Development

博群全人發展中心

NGO Internship Programme 2022-23**2022-23 博群非牟利團體實習計劃**

<u>General information of partner agency 實習機構資料</u>	
Name 名稱:	Gaia Education Limited 自然教育有限公司
Address 地址:	87A, Tseng Tau Sheung Tsuen, San Hui, Tuen Mun 屯門新墟井頭上村 87A
Website 網頁:	http://www.gaiaedu.org.hk/
Brief introduction of the agency 實習機構簡介:	<p>Gaia Education Limited is a NGO operating a local private primary school, RTC Gaia School. Our mission is to nurture the development of local alternative education under our beliefs of learning from nature and human-oriented. We have established the first Hong Kong alternative primary school with the theme on “Nature, Humanity and Autonomy”, and have been continuously working on developing a thorough local alternative curriculum from playground to secondary school. We also organise teaching facilitating training and share our experiences in the hope to promote an open and diversified education environment in Hong Kong. At the same time, we organise various nature educational programmes which cover languages, literature, mathematics, sciences, arts, personal development and workshops on parenting, as well as activities promoting local humanity alternative education.</p> <p>自然教育有限公司為營運管理鄉師自然學校的非牟利團體。本公司秉承以自然為師、以人為本的理念，致力辦好香港首間以「自然·人本·自主」為主題的私立小學，並積極發展中小幼一貫的課程、提供師資培訓及經驗分享，推動本地另類教育，希望香港教育的多元發展愈見明朗開闊。團體亦會舉辦以自然作為學習媒介的各種活動：有語文、文學、數學、科學、藝術、個人發展等等和家長教育課程，以及推廣和連結本地各種另類教育的活動。</p>

<u>Details of internship offered 實習計劃詳情</u>	
Internship period 實習期:	From 由: 06/02/2023 to 至: 31/03/2023 (dd/mm/yyyy)
No. of weekly working hours 每星期工作時數:	7 – 14 hours (may have to work on some weekends) (excluding lunch hour) 7 至 14 小時（可能需於周末工作）（不包括午膳時間）

Position 職位:	1.) Assistant Social Media Creative Editor 社交媒體助理編輯 2.) Assistant Activity Facilitator 助理活動統籌
No. of vacancies 名額:	1.) 1 2.) 1
Job description 工作內容:	<p>1.) Assistant Social Media Creative Editor</p> <ul style="list-style-type: none"> • To develop a social media promotion strategy for the organisation • To create regular posts on social media for the organisation • To produce short video clips and photos for our activities • To write and edit promotion materials • To assist in facilitation of alternative educational activities • other ad-hoc tasks <p>社交媒體助理編輯</p> <ul style="list-style-type: none"> • 為機構設計一套社交媒體宣傳策略 • 定時在機構社交媒體專頁上發宣傳貼文 • 製作活動短片及照片 • 撰寫宣傳文章 • 協助另類教育活動的帶領 • 其他指定工作 <p>2.) Assistant Activity Facilitator</p> <ul style="list-style-type: none"> • To assist in planning and coordination of weekend or holiday programmes (with a lot of outdoor activities in the nature) • To help out with photo-taking and video-shooting during activities and editing afterwards • To support facilitation of on-site programmes • To assist in some program administration e.g. follow up on enrolments, contacting participants • other ad-hoc tasks <p>助理活動統籌</p> <ul style="list-style-type: none"> • 協助設計及統籌周末或假期課程 (包括不少戶外自然活動) • 協助活動拍攝及錄影與後期製作 • 即場活動支援 • 處理一些課程行政工作，如報名跟進、聯絡參加者等 • 其他指定工作
Requirements 要求:	1.) Assistant Social Media Creative Editor <ul style="list-style-type: none"> • Familiar with the operation of social media on the market • Have a good knowledge in branding and marketing • Open to challenges • Be initiatives, creative and human-oriented

	<ul style="list-style-type: none"> • Curious in experiential learning & alternative education • Enjoy working with children • Enjoy nature and do not mind working outdoor <p>社交媒體助理編輯</p> <ul style="list-style-type: none"> • 熟悉市面上社交媒體的運作 • 具備推廣宣傳及品牌建立的知識 • 對挑戰持開放的態度 • 以人為本，主動及有創意 • 對體驗學習及另類教育有興趣 • 喜歡面對孩子的工作 • 喜歡大自然及不介意戶外工作 <p>2.) Assistant Activity Facilitator</p> <ul style="list-style-type: none"> • A jolly and active person • Able to work outdoor in the wild and in the countryside for the whole day • Open to challenges • Flexible, open-minded and easy-going • Be initiatives, creative and human-oriented • Curious in experiential learning & alternative education • Enjoy working with children • Love nature & care about the environment <p>助理活動統籌</p> <ul style="list-style-type: none"> • 開朗外向的性格 • 可在野外全日工作 • 能接受挑戰 • 彈性，開放，平易近人 • 以人為本，主動及有創意 • 對體驗學習及另類教育有興趣 • 喜歡面對孩子的工作 • 享受大自然及關心我們的環境
<p>Specific skills 特別技能:</p>	<p>1.) Assistant Social Media Creative Editor</p> <ul style="list-style-type: none"> • Good writing and editing skills • Graphic design skills • Video editing skills • Basic photo-taking and video-shooting • Good at social media promotion / dissemination <p>社交媒體助理編輯</p>

	<ul style="list-style-type: none"> • 良好寫作及編輯能力 • 平面圖像設計 • 影片製作技術 • 基本拍攝和拍片技巧 • 良好社交媒體宣傳或資訊傳播技巧 <p>2.) Assistant Activity Facilitator</p> <ul style="list-style-type: none"> • Good physical fitness • Video editing skills • Basic photo-taking and video-shooting • Familiar with social media application • Recognized first aid certificate preferable <p>助理活動統籌</p> <ul style="list-style-type: none"> • 良好體能狀況 • 影片製作技術 • 基本拍攝和拍片技巧 • 基本社交媒體應用 • 合資格急救證書(如有)
<p>Working mode 工作模式:</p>	<ul style="list-style-type: none"> • Perform duty at RTC Gaia School or mobile office • May follow special split team roster or work-from-home arrangement under pandemic requirements • 於鄉師自然學校或流動地點工作 • 根據疫情情況，或實施特別的工作安排，如分組輪流工作或在家工作
<p>Allowance 津貼:</p>	<p>HK\$65 / hour (31% by the attached organisation; 69% by I-CARE Centre for Whole-person Development) 港幣 \$65 / 小時 (實習機構 31% ; 博群全人發展中心 69%)</p>