

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:	iBakery, Tung Wah Group of Hospitals 東華三院 iBakery
Address 地址:	Shop 5, G/F Tung Fai Gardens, 17 Po Yan Street, Sheung Wan, Hong Kong 香港上環普仁街 17 號東輝花園地下 5 號舖
Website 網頁:	https://ibakery.tungwahcsd.org
Brief introduction of the agency 實習機構簡介:	<p>iBakery was born in July, 2010. We are a social enterprise under the Tung Wah Group of Hospitals. We train and hire people with disabilities, and feed Hong Kong with a healthy and delicious menu. We have our own baking factory, bakery, cookie shops, restaurant and snack kiosks. We vary in our abilities, but we share the same passion in our hearts. We believe every little bit counts. And we make our little bites of happiness for you to share around, so all of us can help make our society a little bit different, together.</p> <p>iBakery 於 2010 年 7 月創辦，是東華三院屬下一個社會企業。我們訓練及聘用殘障人士，也為大眾提供吃得安心的健康美味。我們有自家烘焙工場、麵包店、曲奇專賣店、餐廳及輕食站。我們希望，每一個點都能將美味傳開，做到可持續發展。我們縱有不同能力，卻有同一份真誠，同一顆熱心。即使是小小一口美味，都要盡最大努力，做出小小的不同，讓人人都嚐到不一樣的滿足，更讓人人都樂意，為社會帶來一點點不同。</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:	8 - 16 hours 8 至 16 小時 (excluding lunch hour) (不包括午膳時間)
Position 職位:	Marketing Assistant (Student Intern) 市場助理 (實習學生)
No. of vacancies 名額:	1
Job description 工作內容:	<ul style="list-style-type: none">• To assist in planning market events• To assist in creating social media feeds and story• To assist in establishing survey, questionnaire and data analysis

	<ul style="list-style-type: none"> • To assist in organizing the social inclusive workshop • To assist in general administration duties • 協助策劃市集活動 • 協助草擬社交平台帖文 • 協助建立顧客問卷及資料分析 • 協助統籌共融工作坊活動 • 協助一般辦公室行政工作
Requirements 要求:	<ul style="list-style-type: none"> • Good command of spoken and written Chinese and English • Proficient in Microsoft Word and Excel • Detail-minded and proactive • 良好中英文溝通能力（書寫及說話） • 良好電腦文書處理技巧，如：Microsoft Word 及 Excel 等 • 細心及主動
Specific skills 特別技能:	N.A. 不適用
Working mode 工作模式:	<ul style="list-style-type: none"> • Fixed workplace • May follow special split team roster or work-from-home arrangement under pandemic requirements • 固定工作地點 • 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
Allowance 津貼:	<p>HK\$65 / hour (by I-CARE Centre for Whole-person Development) 港幣 \$65 / 小時（由博群全人發展中心資助）</p>