

Heart To Heart Internship Programme

Founded in 2017 at the University of Hong Kong, Heart To Heart (“HTH”) is an award-winning not-for-profit organization aspiring to promote the importance of mental health and shatter psychiatric stigma in the community. Organizing 20+ events and partnering with 15+ non-governmental organizations and tertiary institutions, HTH has reached over 30,000 beneficiaries. HTH has been supported by the Hong Kong Jockey Club Charities Trust and Centre for Suicide Research and Prevention, the University of Hong Kong. Our work is reported in media such as Ming Pao, HK01 and JobMarket.

This is an opportunity tailored for future social entrepreneurs. ARE YOU THE ONE?

Being an intern at Heart To Heart is intense, challenging yet highly rewarding as you will be constantly inspired by a highly motivated, diverse, and thoughtful group of peers. It is designed to prepare driven and passionate individuals for a path where they can contribute to mental health advocacy in the community.

Positions opening

1. Project Development Intern
2. Digital Marketing Intern
3. UI/UX Design Intern
4. Accounting Intern
5. Graphic Design Intern
6. Video Production Intern
7. Heart To Heart Ambassador

Remarks: Please note that these are *voluntary* positions. Reference letters will be issued upon satisfactory performance.

How to apply

Application Form: <https://forms.gle/AFhJt7MFpHpQiy8y8>

*You will be invited to submit your CV and a short introduction video in the Application Form.
For more instructions, please refer to the form.*

For inquiries, please contact us at info@hearttoheart.hk or (852) 5109 0722.

Job Title: Project Development Intern

Job Overview:

You will be part of the project development of Heart To Heart, including but not limited to strategic planning and execution. You will have a full taste of working in a young start-up promoting mental health and grab the opportunity to work with our team of energetic youngsters and young professionals.

Responsibilities and Duties:

- Construct business plans, proposals and pitching deck
- Conduct extensive primary and secondary market research
- Carry out prior planning and execution of online and offline events
- Attend internal and external meetings
- Attend networking events or relevant workshops

Requirements:

- Showcase outstanding writing skills in both Chinese and English
- Possess excellent interpersonal and communication skills
- Possess relevant research and strategic planning skills regarding content writing on online social platforms
- Maintain detail-oriented and entrepreneurial mindset
- Interested in mental health and related advocacy work
- Creative and open to new ideas

Job Title: Digital Marketing Intern

Job Overview:

You will be part of the Social Media Team of Heart To Heart, mainly on website traffic and social media platform management. You will have a full taste of working in a young start-up promoting mental health and grab the opportunity to work with our team of energetic youngsters and young professionals.

Responsibilities and Duties:

- Analyze web traffic and relevant community metrics; provide actionable insights to improve social media performance
- Create engaging content and marketing campaigns for Heart To Heart's online platforms
- Liaise with other teams to stay updated on new marketing initiatives development and ensure brand consistency
- Communicate with journalists to maintain brand representation
- Attend internal and external meetings
- Attend networking events or relevant workshops

Requirements:

- Familiar with new trends of online marketing and social networking features
- Familiar, or comfortable to self-learn SEO and relevant skills, including data-driven and numerical information
- Possess skills and knowledge regarding social media algorithms
- Self starter, digital savvy, data-driven, open to new technologies and trends

Job Title: UI/UX Design Intern

Job Overview:

You will be responsible for the establishment of the website of Heart To Heart. Primary duties include conceptualizing and implementing creative ideas regarding the layout of the official website. It is also important to create visual elements that are in line with our branding. You will have a full taste of working in a young start-up promoting mental health and grab the opportunity to work with our team of energetic youngsters and young professionals.

Responsibilities and Duties:

- Arrange written information of Heart To Heart to be included in the website
- Create the layout of our website and maintain an appropriate and neat style
- Test and improve the design of the website
- Incorporate functionalities and features into the website
- Establish design guidelines, standards and best practices
- Design visual imagery for website and ensure the consistency with brand representation
- Communicate design ideas using user flows, process flows, sitemaps and wireframes
- Prepare design plans and present the website structure
- Maintain the layout of the website by enforcing content standards

Requirements:

- Experience in website development
- Possess excellent time management skills
- Proficient writing skills in Chinese and English and excellent design skills
- Creative and open to new ideas
- Self starter, tech savvy, multi-tasker
- Experience in using front-end development web programming languages will be considered as additional advantage

Job Title: Accounting Intern

Job Overview:

You will be responsible for the financials of Heart To Heart. Primary duties include keeping financial records up-to-date, checking for inaccuracies in invoices, and handling queries of general accounts. It is also common to work on financial budgets and expenditure regarding received funding. You will have a full taste of working in a young start-up promoting mental health and grab the opportunity to work with our team of energetic youngsters and young professionals.

Responsibilities and Duties:

- Maintain financial records
- Handle accounts payable and receivable
- Manage invoices and all documentations
- Resolve accounts to the general ledger
- Handle queries related to accounts
- Work on financial budgets for funding application

Requirements:

- Possess solid analytical skills and time management skills
- Detail-oriented
- Accounting or related major background

Job Title: Graphic Design Intern

Job Overview:

We are looking for creative and out-going individuals to join our team as designers. You will be mainly responsible for the graphic design and online content design of Heart To Heart. You will have a full taste of working in a young start-up promoting mental health and grab the opportunity to work with our team of energetic youngsters and young professionals.

Responsibilities and Duties:

- Use digital design softwares to create posters, drawings, portfolios, infographics etc.
- Create organization design guidelines on color schemes, styles, themes, layouts

Requirements:

- Possess techniques of using any kind of computer-aided design software
- Have an eye for details, able to take criticism
- Innovative, communicative, patient
- Stay up-to-date with latest trends

Job Title: Video Production Intern

Job Overview:

We are looking for creative and out-going individuals to join our Video Production Team. You will be mainly responsible for the creation of a series of videos to be published on Heart To Heart's Youtube Channel. You will have a full taste of working in a young start-up promoting mental health and grab the opportunity to work with our team of energetic youngsters and young professionals.

Responsibilities and Duties:

- Use digital video production softwares to create videos of different genres
- Be filmed as spokesperson of Heart To Heart in videos when needed
- Work on video storyboards, scripts and other prior preparation materials
- Liaise with external video production vendors

Requirements:

- Familiar with video shooting and editing tools
- Outgoing, cheerful, confident in front of cameras
- Stay up-to-date with latest trends

Job Title: Heart To Heart Ambassador

Job Overview:

We are looking for passionate and out-going individuals to be our online Heart To Heart Ambassadors. You will be mainly responsible for online engagement with our audience from social media platforms. You will be working on offering appropriate emotion support to our social media platform followers. Advocacy work and promotion of Heart To Heart will also be emphasized. You will have a full taste of working in a young start-up promoting mental health and grab the opportunity to work with our team of energetic youngsters and young professionals.

Responsibilities and Duties:

- Engage with the online community and respond to comments, messages and requests etc.
- Offer emotional support or appropriate referral to followers or viewers in need
- Maintain a lively and interactive atmosphere on online platforms
- Interact with followers of Heart To Heart on online networking platforms

Requirements:

- Possess academic background with subjects related to Psychology, Counselling, Social work
- Possess prior experience related to counselling or care-giving of people with mental illness
- Interested in mental health advocacy work
- Possession of Mental Health First Aid certificate or other related licenses will be considered as additional advantage