



亞洲協會香港中心

Business and Policy Programs Intern

Interested in working for an educational organization? Want to gain hands-on experience on developing insightful business and policy programs? We have internship openings in the Business and Policy Programs team! University students across all disciplines who are passionate about business, the economy and public policy are encouraged to apply.

Responsibilities:

- Report to Program Manager
- Conduct basic online research regarding information as assigned
- Assist in video filming and editing on ASHK's webpage and social media
- Utilize our content management system to design and publish on ASHK's webpage
- Draft and post country-related content on ASHK's content on ASHK's social media channels
- Additional related duties within the scope of the project as assigned

Requirements:

- Degree holder or above in related discipline, preferably in Business, Politics, Public Administration, International Relations or Social Science.
- A strong awareness and interest in public policies and business issues
- Good command in spoken and written English and Chinese (Cantonese and Mandarin)
- Good interpersonal, communication and organization skills
- Proficient in Microsoft Office (PowerPoint, Word, Excel and Outlook)
- Immediate Available preferred for program support and logistics.

Interested parties please apply with full resume and stating date of availability to hrhk@asiasociety.org.hk