



The Equal Opportunities Commission (EOC) is now inviting interested students to join our Summer Internship Programme as **Summer Intern**. The programme aims to provide practical work experience and skills to students, while enhancing their understanding of equal opportunities issues and the work of the EOC that will be conducive to their future career.

## **Summer Intern**

### **Requirements**

- Full-time students pursuing or about to pursue a post-secondary education programme
- Referred by their universities / educational institutions
- Self-motivated; strong interest in the work of the EOC; good organisation skills and attentive to details
- Computer literacy in software applications, including Microsoft Office (Word, Excel and PowerPoint)
- Good command of English and Chinese, speaking an ethnic minority language (e.g. Nepali, Hindi, Punjabi, Urdu, Thai, Tagalog, Indonesia, etc.) will be an advantage for posting to the Ethnic Minorities Unit
- Knowledge and experience of video editing and designing promotional materials using design software such as Canva will be an advantage for postings to the Corporate Communications Division or the Ethnic Minorities Unit

### **Job Nature**

Selected Summer Interns will work in **the Corporate Communications Division, the Ethnic Minorities Unit, or the Legal Service Division** of the EOC. Each intern will be assigned a mentor who will provide guidance and appraise the intern's performance throughout the internship.

Summer Intern in the **Corporate Communications Division** will assist in:

- content and video production, supporting the social media team in research and content ideation for platforms, such as LinkedIn, Facebook and Instagram to engage target stakeholders
- monitoring news related to the EOC and equal opportunity issues
- publicity projects of the EOC and providing logistical support for events and activities supported by the EOC
- managing inventory of souvenirs

Summer Intern in the **Ethnic Minorities Unit** will assist in:

- conducting outreach and talks to non-ethnic Chinese groups, as well as mainstream Chinese, e.g. preparing training materials, manning educational booths, helping out in training activities, etc.
- designing PowerPoint slides and promotional materials, such as posters and social media posts
- updating and maintaining a database on stakeholder organisations and race-related issues

Summer Intern in the **Legal Service Division** will assist in:

- conducting analysis and research of specific topics or issues, including preparation and collation of research materials, and carrying out projects
- performing administrative duties, such as preparing and translating documents, presentation materials, and drafting papers and notes of meeting
- maintaining databases and proper documentation
- day-to-day coordination and office duties

Other than the above, summer interns may perform any other duties as assigned by their mentors.

### **Sponsorship**

HK\$600 per week

### **Duration**

Around six to eight consecutive weeks from June to August 2025 at the EOC office.

**Application**

The application should include a curriculum vitae with a cover letter of no more than 400 words from the applicant stating his/her reasons for joining the EOC, the Division/Unit applied for, the goals as a summer intern, and a recommendation letter from the applicant's university/educational institution. The application should be sent to the Director (Corporate Planning & Services), Equal Opportunities Commission, 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong **on or before 9 May 2025**.

Shortlisted applicants will normally be contacted in around 6 weeks from the closing date of application. Applicants who are not contacted may assume their applications unsuccessful. The information provided will be treated in strict confidence and will be used for employment purposes only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information about the EOC, please visit our website at <http://www.eoc.org.hk>.

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**