



EQUAL OPPORTUNITIES COMMISSION

The Equal Opportunities Commission (EOC) is now inviting interested students to join us as **Summer Interns** under the Summer Internship Programme. The programme aims to provide hands-on working experience to students and enhance their understanding of equal opportunities issues and the work of EOC.

Summer Interns

Requirements

- Pursuing or about to pursue a post-secondary education programme
- Referred by their universities / educational institutions
- Self-motivated, has strong interest in the work of the EOC
- Good command of English and Chinese
- Computer literacy in software applications including Microsoft Office (Word, PowerPoint and Excel) experience in designing PowerPoint slides, posters, and leaflets will be an advantage

Job Nature

Selected interns will be placed in the **Corporate Communications Division**. Each intern will be assigned a mentor who will provide guidance and appraise the intern's performance during the course of his / her placement.

Summer Intern(s) in the **Corporate Communications Division** will assist in

- planning and production of the Information Kit on the Disability Discrimination Ordinance (DDO) based on a series of short videos with cartoon and animation
- proofreading of sub-titles of a series of short videos on the DDO
- planning and implementation of the Online Photo Competition on Equal Opportunities
- designing and preparation of online posts for the EOC social media platforms including EOC LinkedIn Page and Instagram Account
- drafting articles for EOC publications and preparing presentation materials
- implementing EOC publicity projects and providing logistical support for radio interviews, events and activities supported by the EOC
- performing any other duties as assigned by their mentors

Sponsorship

HK\$500 per week

Duration

Around six to eight consecutive weeks from August to September 2020 at the EOC office.

Application

The application should consist of a curriculum vitae and a cover letter (of not more than 400 words) from the applicant and a recommendation letter from his/her university/educational institution, stating his/her reasons and goals to achieve as a Summer Intern of the EOC. 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 29 May 2020**.

Shortlisted candidates will normally be contacted in around 6 weeks from the closing date of application. Candidates 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