



EQUAL OPPORTUNITIES COMMISSION

The Equal Opportunities Commission (EOC) is now inviting interested students to join us as **Summer Intern** 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 Intern

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 organisation skills and attentive to details
- Good command of English and Chinese
- Computer literacy in software applications including Microsoft Office (Word, Excel and PowerPoint)

Job Nature

Selected interns will be placed in the **Complaint Services Division, the Corporate Planning & Services Division** or **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 in the **Complaint Services Division** will assist in

- preparing and consolidating internal operational and training materials
- providing administrative support to the Division

Summer Intern in the **Corporate Planning & Services Division** will assist in

- reviews and analyses of specific topics or issues, including preparation and collation of research materials
- projects assigned
- performing administrative duties such as preparing documents and drafting papers/notes of meeting etc.
- managing databases and maintaining proper documentation
- day-to-day tasks coordination and office duties

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

- implementation of the Instagram Photo Competition as part of the EOC's 25th anniversary programme
- developing multimedia content (in the forms of text, HTML, videos, animations, graphics, infographics and photo designs) for placements in the EOC's website and social media platforms including LinkedIn Page, Facebook and Instagram Account to engage target stakeholders
- organising events and activities, such as seminars and workshops, to engage the awardees, and implementing promotions on the Equal Opportunities Employer Recognition Scheme
- drafting articles for EOC publications and preparing presentation materials
- EOC publicity projects and providing logistical support for radio interviews, events and activities supported by the EOC

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

Sponsorship

HK\$500 per week

Duration

Around six to eight consecutive weeks within June to August 2021 at the EOC office.

Application

The application should consist of a recommendation letter from his/her university/educational institution, a curriculum vitae and a cover letter (of not more than 400 words) from the applicant and stating his/her reasons for joining the Division he/she prefers 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 12 March 2021**.

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