COMMUNITY BUSINESS

COMMUNITY BUSINESS is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. A recognised leader in advancing responsible and inclusive business practices in Asia, Community Business offers internships during the academic year and summer months.

The Internship Programme (“Programme”) is open for application by university / tertiary students who are 18 or above. As a general rule, the Programme is not open to high school students or below. Applicants should be fluent in English (oral, written and presentation). Fluency in Chinese will be an advantage (verbal Cantonese and Mandarin, with ability to read / write Chinese). Applicants should possess a strong interest in responsible and inclusive business.

For summer interns, applicants should be able to commit to working full time (Monday to Friday) for 2 months or more. For interns during the academic year, applicants should be able to commit to working regularly each week (as agreed beforehand) during the internships.

Key Areas of Work for Internship

Diversity & Inclusion Programme Assistant

- Conduct basic desktop research on diversity & inclusion related issues, legislation and statistics.
- Summarise existing research publications and case studies into shorter write-ups.
- Support project manager in maintaining contact database.
- Work with project manager to update the DIAN website.
- Update social media portals with relevant information.
- Provide administrative and logistical support for events, activities, meetings, etc.
- Perform ad hoc duties as assigned.

Responsible Business Programme Assistant

- Provide administrative and logistical support for Responsible Business Network (RBN) and ENGAGE.
- Assist in organising and ensuring smooth execution of events.
- Assist in executing network events on weekdays (including certain evenings) and programme activities on Saturdays if necessary (maximum twice per month).
- Perform ad hoc duties as assigned.

LGBT+, Disability & Mental Health Programme Assistant

- Conduct background research.
- Support Programme Manager in drafting documents.
- Update social media portals with relevant information.
- Provide administrative and logistical support for events, activities, meetings, etc.
- Perform ad hoc duties as assigned.

Marketing & Communications Support

- Support the Marketing & Communications team with administrative tasks.
- Draft communications.
- Database maintenance.
- Social media content update and design.
- Perform ad hoc duties as assigned.

Event Support & Administrative Assistant

- Assist in events, activities and forums preparation and provide on-site support.
- Support the registration and marketing of events, activities and forums, etc.
• Maintain and update the existing clients' database.
• Provide administrative support to the organization.
• Perform ad hoc tasks assigned.

Remuneration

Unfortunately, we are unable to pay our interns. We will provide a letter of reference at the end of the internship.

Application Procedures

Please submit your application to volunteer@communitybusiness.org with your curriculum vitae (resume) and cover letter, clearly stating:

• Why you are interested in the internship at Community Business;
• The area of work you are interested in;
• When you will be available.

Applications without a cover letter will NOT be considered. Successful applicants will be contacted for interviews which will be held in Hong Kong. Personal data collected will be used for recruitment purpose only.

About Community Business

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. A recognised leader in advancing responsible and inclusive business practices in Asia, Community Business facilitates networks, conducts research and events, leads programmes and campaigns and provides training and consultancy. Our focus on responsible business is aligned to 5 mission-led themes:

• Building responsible leadership
• Investing in local communities
• Tackling workplace inequality
• Ensuring employee wellbeing
• Promoting social inclusion

Founded in 2003 and based in Hong Kong with a presence in India and the United Kingdom, Community Business works with companies of all sizes and from diverse industries across Asia, harnessing the power of business to drive social change.

For more information, please visit http://www.communitybusiness.org.