# Feeding HK Autumn Internship Programme 2017

**Internship Period:** September 2017 to December 2017 (may be extended with mutual agreement)

**Working Location:** Yau Tong

**Application Deadline:** 18 August 2017

**Registration Method:** Interested parties please send your CV and cover letter to the Volunteer and Internship Manager via email: volunteer@feedinghk.org. Please indicate the position in the subject of your e-mail. The deadline of application is 18 August 2017. Applicants who do not hear from us after 30 September 2017 may consider their applications unsuccessful.

**Remarks:** This is an unpaid internship.

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<th>Positions</th>
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| **Programme and Office Support Intern** | • Work alongside our Office team to ensure the smooth running of our daily operations  
• Assist with admin and programme support for the Bread Run, student 'Meet & Greets' and Santa Sack campaign  
• Lead weekly volunteer briefings and tours  
• Provide support at Feeding HK events  
• Support with other ad-hoc tasks as required | • Confident communicator in Chinese and English  
• Passionate ambassador for environmental and social issues  
• Strong multi-tasker  
• Proficiency in MS Office  
• Experience using design software desirable | At least 1 weekday per week (option to work evenings on a Tuesday and Thursday) | 2 |
| **Logistics and Supply Chain Intern** | • Support our Operations team to ensure the smooth flow of product donations from the food industry to our charity network  
• Assist with food donation sorting, inspection and data capture  
• Prepare donation reports and analysis  
• Assist with inventory cycle counting and reconciliation  
• Provide admin support to the Feeding HK charity network  
• Support with other ad-hoc projects and analysis as required | • Fluent in Chinese and English  
• Be passionate about the mission of Feeding HK  
• Proficiency in MS Office, particularly Excel  
• Experience using data systems desirable  
• Willing and able to do light lifting and other physical work to support warehouse and delivery operations | At least 1 weekday per week (option to work evenings on a Tuesday and Thursday) | 2 |
| **Finance Intern** | • Work alongside our Finance and Development Officer on financial and administrative tasks  
• Categorise and input invoices and expenses into accounting software  
• Maintain filing of financial documents  
• Assist with month end close e.g. reconciliations, reporting, journal entries  
• Assist with ad hoc projects and analysis | • Studying towards a bachelor’s degree in finance, accounting, business management or related field  
• Good command of spoken and written English  
• Proficiency in MS Office, particularly Excel  
• Experience using accounting and CRM software desirable  
• Previous accounting experience desirable  
• Able to work accurately, paying close attention to detail  
• Able to take ownership of projects and work unsupervised | At least 1 week day per week | 1 |