

Chinese Community Centre: Summer Internship 2020 in London, United Kingdom | Deadline on 30 Jan

To: All HKU students, preferably in final year studying Media, Business, Marketing or related disciplines,

CEDARS Global Career Springboard Scheme (CGCSS) aims at enriching students' global exposure by offering International Internships, Career Exploration Programmes and other career learning experience in locations outside Hong Kong. Eligible students who have successfully completed one activity under CGCSS may earn one credit from the Credit Award Scheme for Out-of-classroom Learning Experiences.

Chinese Community Centre (<http://www.ccc.org.uk>) is inviting applications for its **Summer Internship 2020 in London, United Kingdom**.

The London CCC was founded in 1980 and was the first Chinese Community Centre in the United Kingdom. The Centre's mission is to preserve and promote Chinese culture, arts and identity, whilst helping the community to better integrate into mainstream UK community. The Centre is one of the busiest centres for Chinese culture and its communities in Europe and has attracted several Royal visits. Their team of well-trained staff, dedicated volunteers and professional management committee members provide wide-ranging support and activities. These range from welfare and benefits support and advice to language classes, cultural and recreational activities, elderly support, a healthy eating luncheon club, youth club and fundraising events.

Job Specifications

Intern Position: Community Project Assistant

Responsibilities:

- ❖ Reach out to the Chinese community, especially the younger generations and professionals in the Greater London Area via social media platforms and various networking events
- ❖ Assist in big events which occasionally take place in weekends

Requirements:

- ❖ Final year students in Media, Business, Marketing or related disciplines are preferred
- ❖ Experience of managing official account on popular social media platforms is desirable
- ❖ Proficiency in English, Cantonese and Mandarin
- ❖ Excellent communication skills
- ❖ Independent and self-motivated
- ❖ Strong interest in social services

Stipend: Nil

Work Location: London, United Kingdom

Internship Period: 2 months between June and August 2020 (* flexible commencement day)

Application Method

Please follow the below **2 steps** to submit your application:

Step 1:

(*All interested students, including those who had registered for a CGCSS account in 2018-19, are required to register for a new account in 2019-20 year)

- Register an account for CEDARS Global Career Springboard Scheme (CGCSS) at this link: http://wp.cedars.hku.hk/form/cgcsc_account_1920
- Keep a record of your CGCSS Account ID for Step 2

Step 2:

- Apply online at this link: <http://wp.cedars.hku.hk/form/node/1588> (Ref: S027)
- Quote your CGCSS Account ID in the online form
- Submit the following documents in **ONE MS Word / PDF file**:
 - (1) Cover letter
 - (2) CV
 - (3) Expectation on the internship

Attention:

- *Improper submission or incomplete application will NOT be accepted.*
- *You are reminded to **avoid last minute application** because the online system would likely be overloaded with large volume of applications on the closing date.*

Note

- ❖ The internship is unpaid. There is no sponsorship or allowance from CEDARS. Interns are responsible for their own arrangement, including but not limited to air tickets, accommodation, transportation, insurance, daily expenses, etc. Students are strongly recommended to consider their financial situation before they apply for the internship.
- ❖ Students are recommended to research on the visa application matters and eligibility in relation to their passport and the internship location before they apply for the internship. Applicants must be aged 18 or above when submit the applications.
- ❖ Students are reminded to think carefully about their study plan, the job nature, organisation culture, accommodation arrangement, availability for the whole internship and estimated expenses before making the application.
- ❖ Insurance: It is a compulsory requirement that students are appropriately/sufficiently insured for the whole internship period by themselves. Students have to consider the living environment and safety issues in the placement location.
- ❖ Interns are required to share their experience using 200-250 words (in English), attach one photo (with their face) taken during the internship, and complete the online learning log book which may be used for future publicity.

Reaching Out Award

Eligible students who received an offer to join the internship are welcome to apply for the Reaching Out Award (ROA) via CEDARS-Careers and Placement Section. Awardees will be selected on the basis of academic merit and financial needs. Successful awardees will receive a one-off grant of HK\$10,000. Students who meet the following requirements are eligible to apply for the award:

- (1) Currently pursuing full-time publicly-funded/UGC funded undergraduate or postgraduate programmes;
- (2) Had not ever received the ROA before; and
- (3) Achieve a minimum CGPA of 3.0 or equivalent in the 1st semester of 2019-20 academic year, or provide a recommendation letter from supervisor for the case of research postgraduate students.

***** Students being accepted to the internship must confirm acceptance of the offer and submit the ROA application before the timeline set by CEDARS in order to be considered for the award. Details of ROA application will be provided upon offer confirmation.***

Subsidy/Funding/Scholarship

Students can find out more scholarship opportunities provided by HKU and external organisations at <http://www.scholarships.hku.hk>.

Application Deadline

30 January 2020 (Thursday)

Credit Award Scheme for Out-of-classroom Learning Experiences

CGCSS is one of the pre-approved programmes under the Credit Award Scheme for Out-of-classroom Learning Experiences. Non-final year undergraduate students who have successfully completed one activity under CGCSS may be eligible to earn one credit from the Scheme by submitting an endorsement granted by CEDARS and application to HKU Horizons Office for formal approval before end of August 2020. The credits are academic credits, but will not contribute to the University's degree requirements. Credits can be accumulated one at a time, but students are only able to claim actual, transcriptable credits in blocks of three, as no course should have a credit value of less than three credits under the University's undergraduate curriculum structure.

For enquiries, please email to careerspringboard@cedars.hku.hk.

Check out [CEDARS Global Career Springboard Scheme](#) for more opportunities.

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