



ICE IS HIRING!

General motivation

Inter Cultural Education (ICE) is a Social Enterprise founded in 2009 shortly after winning the Hong Kong Social Enterprise Challenge; in 2013, ICE was awarded The Hong Kong Polytechnic University Micro Fund Award for Entrepreneurship.

Proud of our mission to develop globally minded students and bring the world to them, we have worked with people over 100 nationalities and more than 150 schools, institutions and universities.

We are looking for globally-minded young university students with the passion to transform youth into global citizens. They must share our enthusiasm and vision to "connect people to understand the world" through exposing youth to global diversity. We would like to work with people who love education as well as the idea of generating social impact through service, understanding, respect and international friendship.

Over the past years, we have taken over 200 interns from local institutions such as the Chinese University of Hong Kong, University of Hong Kong and Hong Kong Baptist University; and international institutions such as Princeton University, King's College London and Durham University. We look forward to having you as part of our amazingly diverse and global team!

Conditions

- Hong Kong based (office in Kwun Tong, workshops in different schools)
- ICE working hours, 11am-6pm, Monday to Friday.
- Part time working duration: 2 days/week for around 14 hours.
- Interns might be asked to join our ad hoc weekend projects
- Work in office or onsite in various schools during projects (based on your intern position)

Interested?

Please send your CV and cover letter (please state your available time for work as well), to apply@icehongkong.com. Phone interview or face-to-face interview will be arranged within two weeks.

We look forward to having you as part of our amazingly diverse and global team!

Content Creator for Social Media (Video/Writing)

Creative Content and Social Media Creator Intern will work closely with the Marketing Manager and core team to provide ideas and create engaging visual content for ICE's social media channel including YouTube videos, posts for Facebook and Instagram with the goal of producing meaningful engagement and significant growth and expanding our B2C market.

We are creating an online community that encourage people to make friends with people different cultures and be curious of the world. You will help to create videos to promote cultural exchange and diversity through a fun and engaging way, and inspire people to learn more about the world. One of our recent YouTube videos receive 111k views with 3.5k likes!

Responsibility

- Create culture related content for social media platforms (Youtube and Instagram) to promote global diversity and enhance interest of cultural learning
- Design short, fun informative online content (video) to attract the public's active participation and cultural awareness with the aim of promoting ICE events and connecting people around the world
- Creating Storyboard and script
- Video Shooting / Editing, Photo Shooting / Editing
- Liaising with different international guests when creating content

Requirements

- Passionate in exploring cultures or travelling
- Experienced in video editing and production and marketing
- Won't be shy to communicate with non locals
- Good command of written Chinese and English
- Ability to work cooperatively in a team environment
- Interest in cultural integration, diversity and entrepreneurship will be beneficial
- Interested in social entrepreneurship and social innovation is a plus

Business Administration Officer (Part Time)

The Business Administration Officer will primarily be assisting the General Manager on improving sales and partnerships on B2B and B2C business. ICE strives to continuously develop innovative and impactful cultural programmes for students and the public in Hong Kong and also overseas. We hope to further expand our business by increasing programme varieties, working with international partners and partnering with local charities and organisations.

We are looking for a highly-driven and motivated Business Administration Officer who is able to work with ambiguity and loves to challenge themselves by testing and prototyping new ideas with the ICE team. You will be able to make friends with people of different cultures and meet people from more than 30 nationalities.

Responsibilities

- Participating in development and execution of cross cultural programme features/promotions/campaigns to drive business volume
- Assisting in B2B & B2C market research, developing business proposals, tracking businesses
- Building and maintaining good relationships with school partners by providing professional & high-quality services
- Liaising with internal departments, clients and service providers
- Handling basic accounting and book keeping (issuing quotations, issuing and filing of invoices, receipts, recording financial transactions, payment tracking etc.)
- Interacting closely with cross teams members to provide operational and financial support
- Preparing regular and ad-hoc reports for business units

Requirements

- Confident with excellent interpersonal skills and attention to details
- Excellent command of written and oral English and good in Chinese
- Experienced in talking to external stakeholders
- Good command of communication even whilst working remotely
- Ability to work cooperatively in a cross cultural team environment
- Being passionate about cultural integration and diversity will be beneficial
- Interested in social entrepreneurship and social innovation is a plus

Community Management Intern

Are you someone who is passionate about connecting with people worldwide? Join us as a Community Management Intern and work closely with the General Manager to organize regular community events, connect with stakeholders and business partners, and unleash your creativity to plan and execute engaging community experiences. Our aim is for our community and public to learn more about Hong Kong, have immersive international culture experiences, and create a safe space for them to network, you'll contribute to the growth and engagement of our vibrant community.

Committed intern will help in developing partnerships and collaboration with organisations and freelancers for potential B2B and B2C business and potentially creating marketing campaigns.

Responsibility

- Be the friendly face of our community, fostering meaningful relationships with people from around the world.
- Design, plan, and execute a variety of community events, tailored to the interests and needs of our community members.
- Nurture and maintain relationships with community members, partners, and stakeholders to create a strong sense of belonging
- Utilize your storytelling abilities to generate excitement and maximize community participation
- Be the event emcee if interested

Requirements

- A natural ability to connect with people and foster multicultural friendships
- Passionate about building events and engagement around communities.
- Passion for cultural exchange and promote cultural integration within our community
- Excellent interpersonal communications skills
- Strong sense of responsibility, adaptability and attention to details
- Good command of written English
- Confident to handle ad-hoc task independently
- Interested in social entrepreneurship and social innovation is a plus

Education Training Intern (School Programme)

Education Training Intern (School Programme) will work closely with our main trainers and Programme Manager to develop lesson plans, rundown and materials for our primary school to our corporate programmes. Intern is required to join our school programme to understand our teaching style and methodology and assist in our school programmes. Intern will be trained up to be an assistant trainer if she/he is comfortable on stage.

Responsibility

- Supporting new programme initiatives design and assist in developing and implementing innovation ideas for cultural workshops/programmes
- Create lesson plans and design teaching materials/props for ICE Cultural Programmes on secondary school level to transform the school into an international school temporarily
- Project evaluation (quantitative and qualitative)
- Identify problems and propose new product ideas to the core team
- Work collaboratively with the core team to ensure programme goals, objectives, and integrate research and educational information into school programme materials
- Creation of in-house artwork, and design of educational materials.

Requirements

- Open-minded and ready to embrace and experiment on new ideas and initiatives
- Demonstrated ability to establish and maintain effective working relationships with different stakeholders
- Detail-oriented, independent, proactive and responsible
- Flexible work time
- Excellent command of written and oral English
- Strong organizational, planning, and research skills
- Major/Minor in Education (Preferred)
- Interested in social entrepreneurship and social innovation is a plus

Event Development and Management Intern

Event Development and Management Intern will be mainly responsible for preparing, coordinating and executing both online/offline training workshops and events with the Programme Management team. Events are mainly project based and will last from 3 hours to 7 full days. Officer is also responsible for assisting in work from deciding the workshop schedule, setting project timeline and budget to communication with clients, external service providers and international guests.

Responsibility

- Act as primary contact between event organizer and management team long term
- Assist Programme Manager to plan and coordinate all event details with stakeholders - including set-up, communication with external service providers and teachers
- Support event planning and ensure successful delivery of all venue services on time with quality and customer satisfaction
- Assist in creating programme and online education materials for school projects to attract students' active participation in school projects
- Provide support on event planning provisions and general administration support
- Communicate with trainers, volunteers, students and education institutes
- Logistics preparation, evaluation of projects and report writing

Requirements

- Experienced in leading a team of 2-3 people
- Passionate about building programmes, events, and engagement around communities. Interest in cultural integration, diversity and entrepreneurship will be beneficial.
- Strong multitasker, able to work under pressure to meet tight timelines and manage different tasks across departments
- Mature interpersonal skills, attention to details and an interested in event-based project management
- Good command of written and oral English
- Previous experience in project management would be an advantage
- Adobe Suite experience is a plus
- Interested in social entrepreneurship and social innovation is a plus



Graphic Design Intern (School Programme Materials)

Join our team and be part of creating visually captivating materials that ignite curiosity among students about the world! We're passionate about making learning exciting and encouraging students to engage in meaningful conversations with people from different countries. As an intern, you'll have the chance to design attractive materials that not only make learning about the world fun but also help create an inspiring atmosphere throughout the campus.

Responsibility

- Design physical/online posters, banners, infographics and other promotional materials for school programme
- Craft designs that effectively communicate the value of cultural exchange and encourage students to connect with individuals from diverse backgrounds.
- Collaborate closely with education team to incorporate educational content into your designs
- Create materials to decorate the campus environment that reflect our world culture theme and contribute to an immersive and inviting atmosphere

Requirements

- Proficiency in Canva or Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Strong creativity and collaboration skills
- Interest in meeting people from around the world
- Excellent understanding of design market trends
- Ability to work cooperatively in a team environment
- Interest in world culture and passion for education and cultural exchange
- Interested in social entrepreneurship and social innovation is a plus