

Soap Cycling

(<https://soapcycling.org/>)



Job duties	Requirements
<p><u>Team Management Intern</u></p> <ul style="list-style-type: none"> • Plan HR needs for volunteering sessions • Coordinate and recruit volunteers • Plan and manage corporate events (one of Soap Cycling’s revenue streams as a charity) • Coordinate the student intern team and organise workflow • Manage the outreach program for schools etc. 	<ul style="list-style-type: none"> • Perfect for students looking to develop their communication skills, work on their attention to detail, and ability to influence others • Any background/major is welcome and can profit from these elementary, practical working skills.
<p><u>Marketing Intern</u></p> <ul style="list-style-type: none"> • Social Media - develop creative ideas to engage the public on Soap Cycling's mission, manage our accounts independently • Crowdfunding- create and sustain campaigns to raise money for Soap Cycling • Electronic Direct Mail (EDM) - newsletter curation • Leaflet/Promotional materials - present the updated figures and abstract important information into eye-catching infographics 	<ul style="list-style-type: none"> • Design, CRM, social media, digital marketing • Willing to learn and use new IT tools and tech savvy • Good content writing • Hobby photographers welcome • Bonus: Interns who are strong on graphic design, have an apt eye for branding in a visual sense and can whip up fun, informative and instructive copywriting for social media and other communication documents
<p><u>Operations Intern</u></p> <ul style="list-style-type: none"> • Warehouse Space - improve our soap processing facility so that it remains safe, productive, and engaging to volunteers and staff • Data recording system (airtable) - to set up efficient inventory measures to keep track of our different products at the warehouse (handmade soaps, recycled bar soap, recycling amenity bottles). • MEY Program - work with ethnic minority and special needs part-time workers to create meaningful and dignified work for the less-advantaged in Hong Kong • Safety regulations - understand the risks in the warehouse and improve safety measures • Warehouse marketing - produce new props and distribution map banner 	<ul style="list-style-type: none"> • Detail-minded • Tech-savvy / Willing to learn and use IT record-keeping tool • Passionate in building relationship with different people like MEY workers and local communities
<p>Working location</p>	<p>Kwai Hing</p>