

## INTERNSHIP PROGRAMME

The Hong Kong Association runs a 3 or 6-month internship programme to offer successful candidates opportunities to improve skills and enhance their educational experience through practical work. The job plan for interns will include events organising, communications and marketing as well as general office support. The successful candidates will work 2/3 days a week at the Association's office based in Swire House, 59 Buckingham Gate, London SW1E 6AJ.

### Job Responsibilities:

- assisting the Communications & Marketing Manager with any events marketing, planning and organising.
- answering enquiries for events and membership.
- taking on any other office work assigned by the Communications & Marketing Manager or the Executive Director.
- providing administrative support to the Communications & Marketing Manager and the Executive Director.
- maintenance of membership database & relevant mailshots.

### We will ensure that you will:

- fulfil the stated aims of your internship.
- cover the cost of your travel from where you stay and place of work, lunch and of any work-related expenses.
- have chance to attend any non-committee events for both the Association and the Society.

### The Hong Kong Association and the Hong Kong Society

**The Hong Kong Association** is a leading UK based NGO dedicated to promote bilateral trade between Hong Kong and UK. Its history dates back to 1889. The Association include most of the principal British companies investing and doing business in Hong Kong, as well as leading Hong Kong companies active in the United Kingdom. The association devotes particular effort to making sure that the business point of view is properly understood and given full weight; its policy is to cultivate contacts with ministers and the principal departments of both governments, as well as with other organisations such as the UK-China All-Party Parliamentary Group. It maintains contacts with leading businessmen and with representatives of the media. It also offers a platform to visiting Hong Kong Government officials, and to Executive and Legislative Councillors.

**The Hong Kong Society** is constitutionally part of the Hong Kong Association. It provides a focus for individuals so that they can enjoy continued contact with Hong Kong and the SAR's cultural and social links with the UK.

### How to apply

Please send your CV to [communications@hkas.org.uk](mailto:communications@hkas.org.uk) including any enquiries. Alternatively, please call **020 7963 9447**.