

We are now looking for passionate and empathetic individuals, who have a learning mindset and an interest in embracing innovative education, to join us in the following role as we co-create better learning for the next generation.

### Interns (Program Operation Support)

How you will make a difference:

- Assist in the planning and execution of programs and events for educators and the youth for reimagining education for the future, including onsite and virtual events
- Provide administrative support, including logistic support, data entry, and maintaining program records
- Collaborate and co-create with team members to ensure smooth program operations
- Assist in preparing program materials, presentations, and reports
- Participate in meetings and discussions related to program
- Perform and other duties as assigned by the supervisor

Who we are looking for:

- Currently enrolled in year 3 or 4, preferably in education, social sciences, humanities, arts, management or related disciplines. Students in other years will also be considered
- Passionate in education with the desire to drive positive change
- Ability to work independently and as part of the team
- Proficiency in Cantonese, English and Mandarin. Students who cannot speak Cantonese will also be considered.
- Proficiency in Microsoft Word, Excel and Powerpoint
- Preference will be given to those who can consistently support the program for a minimum of two months.

If you fit the above descriptions, we invite you to apply by sending your cover letter and resume to [bonnie.tang@ednovators.org](mailto:bonnie.tang@ednovators.org). Please explain your interest in the position and detailing your goals and objectives for your experience with our organization, and also state that if you have any relevant academic or research experience in the cover letter.

Additionally, we are pleased to offer a travel allowance to our interns and provide a certificate upon successful completion of the internship. Outstanding performers may have the opportunity to join our organization as part-time employees.

Data collected will be used for recruitment purposes only. All personal data of applicants will be destroyed after 12 months.

visit [www.ednovators.org/join-us/](http://www.ednovators.org/join-us/) for details!