

B. Internship arrangement

Internship title/position: Summer intern

Number of interns to be accepted: 2

Internship city and country: Whitestone, NY

Duration of internship: 10 weeks

Job Specifications:

- To organize NY dragon boat festival landside programs.
- To work both indoor and outdoor.
- VIP management.
- Tents set up and allocation.
- PR and Marketing.
- Purchasing and vendor contract management.
- Project based management.

Requirements on the interns:

(e.g. field and year of study of student, computer knowledge and relevant skills)

- Like challenges.
- Able to work hard.
- Enjoy serving the community and make the world better.
- Basic computer knowledge, including MS office.
- Good communication and people skill.
- Event organizing skill helpful.
- Ability to solve problems on site.
- Strong in teamwork.
- Able to handle job related stress and pressure.

Working hours: Project based.

Will be built up toward the festival.

Please tick the corresponding box(es) and specify the details if your organization would provide any of the following which are **optional** under the Program – **None, it is a volunteer position.**

<input type="checkbox"/> Accommodation		<input type="checkbox"/> Transportation	
<input type="checkbox"/> Wages/Salary		<input type="checkbox"/> Others (e.g. meal)	

Please return the completed form to michael_kwan@hketony.gov.hk