



PEACE INTERNATIONAL  
FOUNDATION  
Bringing Hope, Changing Lives

## Internship Advertisement for Events Assistants

Peace International Foundation (PIF), a Hong Kong-based non-profit organisation, actively advances United Nations peace initiatives through youth-centred education and empowerment. PIF adopts a non-sectarian, non-political stance and advocates the understanding of peace and related issues, with a focus on freeing humanity from suffering, violence, discrimination and poverty.

PIF is recognised by the United Nations for promoting global peace. We are a member of the United Nations International Day of Peace NGO Committee, which works closely with the United Nations Department of Public Information, to promote Peace Day observances around the world.

PIF is looking for Events Assistants to support the Chairman between May/June and September with event preparations of PIF's signature week-long event the Hong Kong Peace Festival, co-hosted with the United Nations, which takes place at the end of September. The Festival includes the International Day of Peace Ceremony to mark the universally observed annual United Nations International Day of Peace on 21<sup>st</sup> September as well as forums, workshops, competitions, concerts and other events.

PIF works closely with youth volunteers year round to provide them with a first-hand experience in peace building. PIF interns will also have the opportunity to meet youth from the Asia-Pacific region and renowned professionals who are experts in diverse fields, including education, music and the arts.

### Duties

- Research and suggest topics and speakers for forums and workshops;
- Search for, invite and confirm artists for concerts;
- Assist with drafting event marketing materials, including flyers and e-newsletters;
- Provide support with managing invitations and registrations for attendees, including VIPs;
- Manage all social media channels, including Facebook, Twitter and Instagram; and
- Assist with other tasks as required.

### Skills and Experience

- Fluent spoken and written English; Mandarin/Cantonese not required, but an asset;
- Excellent interpersonal skills, with strong sense of initiative and responsibility;
- Knowledge and understanding of event organisation and management;
- Basic IT skills, particularly Microsoft Office, Adobe Photoshop, MailChimp, etc;
- Knowledge of and experience with social media;

### Terms and Conditions

The unpaid internship scheme runs from May/June to September. Applicants are expected to work at least three (3) days a week. The precise internship period can be negotiated, upon internship offer.

Applicants must be current undergraduate students.

Applicants should have the right to live and work in Hong Kong. PIF is unable to sponsor work permits.

Only short-listed applicants will be contacted for interviews.

### How to Apply

Interested applicants should submit their CV in English (max. 1 page) and Cover Letter in English (max. 1 page) to [info@peace-intl.org](mailto:info@peace-intl.org), explaining their motivation to pursue the internship and how they meet the above criteria.