



### **About RUN:**

RUN is a Hong Kong non-profit organisation whose mission is to rehabilitate vulnerable refugees through running and other sports, then empower them to complete educational opportunities. We provide trauma intervention in a warm, friendly, and safe environment. RUN's programmes centre on three goals: **R**ebuild the mental and physical strength of refugees, **U**nite them as a community and **N**urture them into a more hopeful future through life skills and education.

### **The Position:**

RUN is seeking a highly organised and flexible, **Programme Operations Intern** to support a range of activities from sports to education. Founded in 2015, RUN is embarking on a new phase of strengthening and growing our programmes. The ideal candidate is a highly organised self starter with strong initiative.

This role is perfect for someone looking to take on a new challenge, to be part of a close-knit and dedicated team, and who is looking to leave a lasting impact on a young organisation working to support Hong Kong's most vulnerable refugees and asylum seekers.

### **Role and Responsibilities**

- Help coordinate the weekly sport programme and childcare for a women's hiking and fitness group
- Help coordinate a weekly running programme for a mixed gender group of 40 refugees on Thursday evenings
- Support basic computer literacy and English courses
- Facilitate online learning for students studying on Coursera
- Provide administrative support to the management team in evaluation of the programme, communications, fundraising, and strategic development

### **Desired Skills & Qualifications:**

- Experience or interest in programme coordination;
- Knowledgeable and comfortable working with vulnerable individuals;
- Interest in the NGO sector preferred but not essential;
- Showing a high attention to detail;
- Strong team player;
- Sensitive to psychological and social difficulties with a 'sixth sense' for people's emotions;
- Able to work in a multi-cultural environment;
- Interest in human rights

### **Details:**

- Location: RUN Office in Wong Chuk Hang, Hong Kong
- Temporary, full-time internship
- Unpaid Role