

School of Art, Design & Media (NTU)

Late internship application
Updated 8 February 2021

Students: *If this is for credited internship, please bring company into the internship programme as a self-source option upon successful placement. If this is for self-enrichment, the school will not intervene and the agreement will be strictly between you and the organization. Please read carefully before committing.*

Name of company:



Estimated number of employees:

30 - 40

Internship / Freelance work title

Multimedia Intern

About the company and no. of intern(s)

We are taking one intern.

Nam Hong Welfare Service Society is an accredited Institute of Public Character (IPC) that provides charitable services to the local community in Singapore. We provide free TCM medical treatment, free funeral services, ration, home visits, and bursaries for the lower-income families. We make sure that our community, regardless of their race, religion, gender, and nationality, have the right to healthcare and daily necessities, especially for the elderly and the underprivileged.

Relevant website and links:

<https://nhwss.org>

Internship job scope and responsibilities description:

We are taking one intern.

Job Description:

1. Assist with livestreaming and filming sessions.
2. Assist with updating of website content and layout.
3. Assist in managing social media queries with template replies and existing chat bot
4. Assist with festive poster design.
5. Assist in events and ad-hoc counter duties
6. Assist with other ad-hoc administrative and marketing duties.

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Pre-requisite from candidate (if any):**Knowledge, Skills and Attributes:**

- Proficient with CSS, WordPress, Adobe Creative Cloud or similar graphics programs
- Competency in graphic design, photography, photo editing, videography and video editing.
- Ability to conceptualise, visualize and create visual assets that are optimised for print and digital platforms such as website, EDMs, social media, YouTube, etc.
- Good communication and interpersonal skills for both written and oral.
- A team player who can work independently, meticulous and has a keen interest in charity work.

Estimated time frame/period

10th May – 17th July 2021

Allowances

\$1000 / month

Reporting instructions

Work from office address (as shown on website)

Working equipment / softwares

Student to use his/her own laptop and software

Contact person / email to respond to

Kathy Koh, People Officer
Email: gektio.koh@namhongwelfare.org.sg

Other instructions / comments for applicants

Please email your portfolio or link for viewing of your work