

# WWF Winter Internship 2016 (It is an unpaid internship)

Interested parties please send your CV and cover letter to the Officer, Volunteer Development via email: [intern@wwf.org.hk](mailto:intern@wwf.org.hk) . Please indicate the Ref No. in the subject of your e-mail.

The deadline of application is 30 November 2015. Applicants who do not hear from us after 31 December 2015 may consider their applications unsuccessful.

Ref No.	Dept	Team	Work Location	Requirements					Working Schedule			Job Responsibilities
				Major Study Preferred	Attributes & Competencies	Language Skills	Computer Skills	Others	Working Period	Days per week	Working Hour	
Com 3	Communication and Operations	Communications	Kwai Hing	Creative Media, Multimedia, Marketing, Journalism, Translation, Language	<ul style="list-style-type: none"> <li>Willing to learn and interested in media affairs including traditional media and social media</li> <li>Good Chinese and English writing in journalistic style and marketing message</li> <li>Have good sense on social media marketing and multimedia productions</li> <li>Outgoing and proactive</li> </ul>	Fluent in English and Cantonese	<ul style="list-style-type: none"> <li>Familiar with Word Processing and Excel</li> <li>Familiar with Adobe Photoshop, Adobe Illustrator (eg. retouching and design skill), Adobe Premier or other video editing software</li> </ul>	<ul style="list-style-type: none"> <li>Strong sense on marketing and media trend</li> <li>Interested in conservation issue</li> <li>Organised and willing to handle mass data and analysis</li> </ul>	Jan 2016 - May 2016	1 day	10:00am - 6:00pm	<ul style="list-style-type: none"> <li>maintain and consolidate the media data base</li> <li>assist in monitoring news clippings and consolidate monthly media report</li> <li>research and analyze on conservation issue for press and social media use</li> <li>develop social media contents</li> <li>prepare multi-media materials and photo retouching</li> <li>translating press materials and writing article for regular column</li> <li>if required, assist the logistic of event</li> </ul>
Corp 1	Marketing and Fundraising	Corporate	Kwai Hing	Communications / Marketing / Business	<ul style="list-style-type: none"> <li>Good communication and interpersonal skill (including telephone manner), detail minded; positive, sociable, enthusiastic and motivated</li> </ul>	All-rounded	All-rounded, Photoshop (optional)	NA	Jan 2016 - May 2016	1.5 or 2 days	9:30am - 5:30pm	<ul style="list-style-type: none"> <li>Hands-on clerical and administrative works                             <ul style="list-style-type: none"> <li>Data input</li> <li>typing</li> </ul> </li> <li>Editing and translation                             <ul style="list-style-type: none"> <li>Drafting/editing letters or other promotional materials (if necessary)</li> <li>Translating documents</li> </ul> </li> <li>Event logistics arrangement (minor logistics)</li> <li>Research</li> </ul>
CoW 2	Conservation	Coastal Watch	Kwai Hing	Communications/ Journalism/ Design	<ul style="list-style-type: none"> <li>enthusiastic, self-motivated, creative &amp; responsible</li> <li>good interpersonal skills</li> <li>a natural user of various digital media &amp; social media</li> <li>Good at photography and graphic design / illustration skills</li> <li>Good writing skills</li> </ul>	Chinese & English	Word, Excel, Adobe Photoshop/Lightroom, Indesign ( Optional : Premiere)	NA	Jan 2016 - May 2016	2 days	10am - 6pm	<ul style="list-style-type: none"> <li>To come up with creative writing ideas for Coastal Watch project's social media channels such as Facebook, Instagram and Twitter</li> <li>To write &amp; edit Coastal Watch project's website &amp; Facebook content</li> <li>Handling graphic design tasks for Coastal Watch project</li> <li>Outdoor photo shooting for Coastal Watch site actions</li> <li>(Optional: To make interesting animation for Coastal Watch Website)</li> </ul>
DB 1	Conservation	Discovering Biodiversity in Hong Kong Wetlands	Mai Po	Ecology/Environmental Science/Life Science/ Biology/ Applied biology/ Zoology	<ul style="list-style-type: none"> <li>Able to work in the field in adverse weather conditions</li> <li>Possessing experiences in ecological survey will be an advantage</li> </ul>	Fluent in Cantonese and English	Basic Microsoft WORD and EXCEL. GIS will be an advantage.	Wetland fauna and flora species identification skills will be an advantage	Jan 2016 - Apr 2016	At least 2 days may include Sat or Sun. The duty date depends on the survey and related preparation work and data input/analysis tasks.	8 working hours per duty day (including 1 hour meal time). Working time will be from 9am to 5pm in normal circumstances. The actual working time may shift due to different survey e.g. firefly survey	<ul style="list-style-type: none"> <li>Assist the running of Citizen Scientist ecological surveys in WWF-Hong Kong's project namely <b>Discovering Biodiversity in Hong Kong Wetlands</b> within the reserve, Mai Po and Inner Deep Bay Ramsar Site as well as the coastal protection area along some selected locations at the westerns side of Hong Kong.</li> <li>Conduct supplementary surveys for a wide range of wildlife groups including small mammal, amphibian, insects, aquatic fauna and also water quality parameters</li> <li>Prepare all necessary equipment and help in other follow-up work e.g. general maintenance of survey tools and data entry and data analysis)</li> <li>Provide on-site supports on the survey dates</li> </ul> <p>*Click the below link to know more about the project <a href="http://www.wwf.org.hk/en/whatwedo/conservation/wetlands/discovering_biodiversity_in_hong_kong_wetlands/">http://www.wwf.org.hk/en/whatwedo/conservation/wetlands/discovering_biodiversity_in_hong_kong_wetlands/</a></p>
Edu 1	Education	Education	Island House / Mai Po / Hoi Ha	Science, Education, Liberal Studies	<ul style="list-style-type: none"> <li>Proactive, passionate in nature</li> <li>Willing and able to work at outdoor environment and under adverse weather</li> <li>Good team player</li> <li>Good communication skill</li> </ul>	<ul style="list-style-type: none"> <li>Good command of both written and spoken English and Chinese.</li> <li>Fluent Cantonese is a must.</li> </ul>	Proficient in Microsoft Word, Excel and PowerPoint	NA	Jan 2016 - Jun 2016	1.5 days	9:30am - 5:30pm or any half day	<ul style="list-style-type: none"> <li>Assist in the evaluation of the effectiveness of the current education programmes and projects.</li> <li>Assist in guiding centre-based and outreach education programmes</li> <li>Assist in administration works which are related to education programme deliveries.</li> <li>Provide preparation and on-site support in various education projects.</li> </ul> <p>Additional remarks:                      • Base office of the candidate will be at Island House, while work location will be flexible which include Mai Po, Hoi Ha Wan, Kwai Hing, schools and other outdoor environment                      • Candidate may be required to work on weekends to support programme delivery</p>
Event 1	Marketing and Fundraising	Trading & Fundraising Event	Kwai Hing	Event Management/ Marketing/ PR	NA	English, Cantonese	Photoshop, design software	NA	Jan 2016 - May 2016	2 days	9:30am - 5:30pm	<ul style="list-style-type: none"> <li>Event materials preparation and designing</li> <li>Sending out event information to our donors and supporters</li> <li>Contacting our donors and supporters</li> <li>Assisting in E-shop and visitor centre in Central</li> <li>Administration works and other ad hoc tasks</li> </ul>