



## WWF-HK Summer Internship 2019 (It is an unpaid internship)

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| Ref No.    | Team   | Main Work Location                          | No. of Intern required | Requirements  |   |  |   |        | Working Schedule   |               |                     | Job Responsibilities   |
|------------|--|---|------------------------|---|---|--|---|--------|--------------------|---------------|---------------------|--|
|            |  |   |                        | Major Study Preferred                                     | Attributes & Competencies   | Language Skills  | Computer Skills   | Others | Working Period     | Days per week | Working Hour        |  |
| CCS        | Market Innovation: Corporate and Community Sustainability Team | Kwai Hing                                   | 4-6                    | N/A   | <ul style="list-style-type: none"> <li>• Good communication skills, including writing</li> <li>• Good analytical skills</li> <li>• Familiar to use of social media platform for promotion (Submission of portfolio maybe required)</li> <li>• Good sense in graphic/media design (Submission of portfolio maybe required)</li> <li>• Knowledge on current environmental matter, but not essential</li> <li>• Good sense on trend of fashion, but not essential</li> </ul>         | Chinese and English  | <ul style="list-style-type: none"> <li>• Microsoft Word, Excel</li> <li>• Adobe Illustrator, Premiere Pro, Photoshop or equivalent</li> </ul> | GIS    | May - August 2019  | 3-5           | 10:00 AM - 05:00 PM | <p>You will be assigned to relevant tasks based your strength and expertise. Tasks are as below:</p> <ul style="list-style-type: none"> <li>• Formulate communication ideas and materials of programmes of our team</li> <li>• Research on current environmental trends on specific topics, such as green office, corporate sustainability and green fashion</li> <li>• Produce a geoinfo map for specific project of the team</li> </ul> <p>Discussion, idea-sharing and active communication are highly encouraged. You may visit the website of LOOP and our fashion project for more information. (Please click the links below)</p> <p><a href="#">Loop</a>                      <a href="#">Fashion Report</a></p> |
| COMMS      | Communications   | Kwai Hing                                   | 4                      | PR / Journalism / Communications / Translation / Language | <ul style="list-style-type: none"> <li>• Undergraduate in Translation, Journalism, Communications or related disciplines</li> <li>• Independent, detail-minded, creative, self-driven and responsible</li> <li>• Excellent presentation, communication and negotiation skills</li> <li>• A team player with excellent interpersonal skills</li> <li>• Interest and sensitive to environmental issues</li> </ul>   | Excellence command of written and spoken English and Chinese | Proficient in Microsoft Word and Excel  | N/A    | June - August 2019 | 5             | 09:00 AM - 06:00 PM | <ul style="list-style-type: none"> <li>• Prepare press materials, carry out translation and copywriting of articles or columns</li> <li>• Assist in the execution of events and campaigns</li> <li>• Provide administrative and editorial support to the team</li> <li>• Assist in any ad hoc project and duties appointed by supervisors</li> </ul>   |
| CON-POLICY | Conservation Policy  | Kwai Hing                                   | 1                      | Public Policy / Environmental                             | The selected candidates will take part in analyzing critical steps in achieving our policy asks. Hence students with good analytical skills and interested in working in policy research/analysis in his/her future career would greatly benefit from this internship.  | Chinese and English  | <ul style="list-style-type: none"> <li>• Google search</li> <li>• Microsoft Word, Excel and PowerPoint</li> </ul>                             | N/A    | May - July 2019    | 5             | 09:00 AM - 06:00 PM | <p>To assist on our conservation policy works on the following area (exact scope pending on the available time of intern):</p> <ul style="list-style-type: none"> <li>• Basic research – plastics EPRS</li> <li>• Routine monitoring - LegCo agenda, government advisory committee scheduled and agenda, news scanning</li> <li>• Advocacy – east Lantau reclamation, Nam San Wai, wetland management</li> <li>• Consultations – long term decarbonation; country park recreation use</li> <li>• General office admin and support</li> </ul>   |
| CORP       | Corporate Partnerships   | Kwai Hing                                   | 2                      | Business, Communications, Social Science                  | <ul style="list-style-type: none"> <li>• Detail minded, positive, sociable, enthusiastic and motivated</li> <li>• Good communication and interpersonal skill</li> </ul>   | English and Mandarin (optional)                              | <ul style="list-style-type: none"> <li>• Microsoft Office</li> <li>• Photoshop (optional)</li> </ul>  | N/A    | June - August 2019 | 1             | 10:00 AM - 06:00 PM | <ul style="list-style-type: none"> <li>• Clerical and administrative works</li> <li>• Corporate database research</li> <li>• Data input</li> <li>• Editing and translation</li> <li>• Drafting/editing letters or other promotional materials (if necessary)</li> <li>• Minor event logistics arrangement</li> </ul>   |
| DCM        | Digital Creative Media   | Kwai Hing                                   | 1                      | Design  | <ul style="list-style-type: none"> <li>• Proactive</li> <li>• Team player</li> </ul>  | Cantonese and English  | Adobe   | N/A    | June - August 2019 | 5             | 09:00 AM - 05:30 PM | <ul style="list-style-type: none"> <li>• Graphic design</li> <li>• Video editing</li> </ul>  |
| EDU        | Education  | Kwai Hing<br>Mai Po<br>Hoi Ha Wan<br>Tai Po | 10                     | N/A   | <ul style="list-style-type: none"> <li>• Proactive, good communication skill, good team player</li> <li>• Passionate about nature, strong sense on environmental education</li> <li>• Willing and physically fit to work at outdoor environment and under adverse weather conditions</li> <li>• Experience in interacting with aged 6-12 children would be an advantage</li> <li>• Skill of swimming, snorkeling, photography and first aid would be of added benefits</li> </ul> | Fluent Cantonese and English                                 | <ul style="list-style-type: none"> <li>• Proficient in Microsoft Word, Excel</li> <li>• Email writing</li> </ul>                              | N/A    | June - August 2019 | 3             | 08:00 AM - 05:00 PM | <ul style="list-style-type: none"> <li>• Responsible for delivering activities for environmental education day camps in WWF outdoor learning platforms, such as Mai Po Nature Reserve, Hoi Ha Marine Life Centre and Island House Conservation Studies Centre</li> <li>• Take care all participants in Summer School</li> <li>• Provide preparation and on-site support in day camps including sending emails and making phone calls</li> </ul>  |
| EVENTS     | Fundraising Events   | Kwai Hing                                   | 4                      | Event management, Language Studies                        | Flexibility and willing to learn  | English and Cantonese  | Microsoft Word, Excel and PowerPoint  | N/A    | June - August 2019 | 2             | 09:00 AM - 06:00 PM | <ul style="list-style-type: none"> <li>• Event materials preparation</li> <li>• Sending out event information to our donors and supporters</li> <li>• Contacting our donors and supporters to sign up for the race/events</li> <li>• Providing support on event days</li> <li>• Administration works and other ad hoc tasks</li> </ul>   |



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|----------|---|--------------------|------------------------|---|---|---|---|--------|-----------------------|---------------|---------------------|--|
|          |   |                    |                        | Major Study Preferred                               | Attributes & Competencies   | Language Skills   | Computer Skills   | Others | Working Period        | Days per week | Working Hour        |  |
| FIN      | Finance   | Kwai Hing          | 1                      | Accounting  | Willing to learn and commit to job  | Fluent Cantonese and fair English                           | Microsoft Excel and Word  | N/A    | June - August 2019    | 2             | 09:00 AM - 05:30 PM | <ul style="list-style-type: none"> <li>Assist in accounting operations work</li> <li>Assist in data entry</li> <li>Cheque issuance</li> <li>Filing the accounting documents</li> <li>Carry out any other ad hoc duties</li> </ul>  |
| FP       | Footprint   | Kwai Hing          | 2                      | N/A   | <ul style="list-style-type: none"> <li>Detailed-minded, positive, efficient and good team player</li> <li>Pro-active and passionate about conservation work</li> </ul>  | Proficient in spoken and written English and Chinese        | <ul style="list-style-type: none"> <li>Good command of Microsoft Excel and PowerPoint</li> <li>English and Chinese word processing</li> </ul>   | N/A    | June - August 2019    | 2             | 10:00 AM - 05:30 PM | <p>The Footprint team is looking for passionate interns to assist with the Shark Fin Initiative, sustainable seafood and wildlife crimes programmes.</p> <p>Hong Kong people are living beyond the Earth's limits. We need 3.9 Earths if everyone led the lifestyle of Hong Kong people. Since our small city cannot provide the huge diversity and amount of natural resources, we import most of what we need.</p> <p>Hong Kong is accounting for about 40% of the global shark fin trade annually. The shark conservation move from Hong Kong people are with global importance. Regarding seafood consumption, Hong Kong people rank the second in consuming seafood in Asia, and the eighth largest in the world. Therefore, the choices we made as consumers (including caterers!) are instrumental in supporting sustainable fisheries.</p> <p>The intern will primarily be involved in the following tasks:</p> <ul style="list-style-type: none"> <li>Conduct various researches so as to source relevant information or figures to facilitate the programmes</li> <li>Assist with preparation work for and execution of events/activities if needed</li> <li>Facilitate the team to do translations, editing or prepare presentation materials if needed</li> <li>Follow up with stakeholders on pledging to say no to shark fin</li> <li>Clerical support to footprint team</li> <li>Other tasks assigned by supervisors</li> </ul> |
| FSC      | Forest Stewardship Council                          | Central            | 12                     | Language, Journalism, Creative Media                | <ul style="list-style-type: none"> <li>Quick and keen learner</li> <li>Can handle task independently after briefing</li> <li>Good storyteller, interested in communicating environmental and community stories</li> <li>Good language skills</li> </ul> | English, Chinese or other Asian language is a plus          | <ul style="list-style-type: none"> <li>General Microsoft office</li> <li>Adobe</li> <li>Photoshop and knowledge of video editing will be a big plus</li> </ul>  | N/A    | June - September 2019 | 5             | 10:00 AM - 05:00 PM | <ul style="list-style-type: none"> <li>Research and drafting content (e.g. blog piece, social media post)</li> <li>Assist in maintaining and growing social media presence</li> <li>Assist in media liaison</li> <li>Perform other tasks that are assigned</li> </ul>  |
| HR       | Human Resources                                     | Kwai Hing          | 1                      | Human Resources Management/ Business Administration | <ul style="list-style-type: none"> <li>Attentive to details</li> <li>High team spirit</li> </ul>  | Good command of both written and spoken English and Chinese | <ul style="list-style-type: none"> <li>Proficient in computer skills, including Microsoft Word, Excel and PowerPoint</li> <li>Knowledge of Photoshop and video editing is an advantage</li> </ul>               | N/A    | June - August 2019    | 1-2           | 09:30 AM - 05:30 PM | <ul style="list-style-type: none"> <li>Provide general administrative support to the HR team</li> <li>Assist in the coordination of recruitment activities, e.g. arranging recruitment interviews</li> <li>Assist in the updating of staff records, e.g. leave applications and training records</li> <li>Responsible for the filing of staff records</li> </ul>   |
| ICT-APPS | Information Communication Technology (Applications) | Kwai Hing          | 1                      | Computing / IT                                      | <ul style="list-style-type: none"> <li>Willing to test and research IT technology</li> <li>Interested in PC, server and other tools</li> <li>Self-motivated, analytical and willing to learn</li> </ul>   | Chinese and English   | <ul style="list-style-type: none"> <li>Basic PC, Apple IOS and Window knowledge</li> <li>Basic knowledge of website technology</li> <li>Knowledge of SQL and programming (PHP, Java, HTML, CSS, etc)</li> </ul> | N/A    | June - August 2019    | 5             | 09:00 AM - 06:00 PM | <ul style="list-style-type: none"> <li>Provide research and comparison of applications</li> <li>Develop programs for data interfacing and reports with documentation</li> <li>Conduct software tests and data verification</li> </ul>  |
| ICT-OPS  | Information Communication Technology (Operations)   | Kwai Hing          | 2                      | Computer Science / IT                               | <ul style="list-style-type: none"> <li>Willing to test and research IT technology</li> <li>Interested in PC, server and other tools</li> <li>Self-motivated, analytical and willing to start from zero and learn</li> </ul>                             | Chinese and English   | <ul style="list-style-type: none"> <li>Basic PC, Apple IOS and Window knowledge</li> <li>Basic knowledge of website technology and HTML</li> <li>Knowledge of SQL and IT tools</li> </ul>                       | N/A    | June - August 2019    | 2             | 09:30 AM - 05:30 PM | <ul style="list-style-type: none"> <li>Provide end user support including Mac, Window and basic documentation for user</li> <li>Provide research and comparison for tools of monitoring, capacity and VM</li> <li>Provide data verification and SQL for our internal database application</li> </ul>   |
| MKT      | Digital Marketing and Media                         | Kwai Hing          | 3                      | Marketing/Communication                             | <ul style="list-style-type: none"> <li>Translation</li> <li>Data entry</li> <li>Writing skills</li> <li>Social media</li> <li>Marketing trend</li> </ul>  | English and Chinese   | Microsoft Excel   | N/A    | June - August 2019    | 2             | 09:30 AM - 06:00 PM | <ul style="list-style-type: none"> <li>Translation</li> <li>Data entry</li> <li>Writing skills</li> <li>Social media</li> <li>Marketing trend</li> </ul>   |



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| MP      | Mai Po  | Mai Po                              | 2                      | Ecology / Environmental Science / Life Science / Biology / Applied Biology / Zoology / Geography / Veterinary Medicine and Life Sciences | <ul style="list-style-type: none"> <li>Keen to work with animals</li> <li>Physically fit for field work in adverse weather conditions</li> <li>Able to ride bicycle</li> </ul>   | Cantonese or English                                 | Familiar with Microsoft Word, Excel and PowerPoint   | N/A    | June - August 2019 | 5             | 09:00 AM - 05:00 PM | <ul style="list-style-type: none"> <li>Assist the field work and lab process of the routine ecological monitoring work at Mai Po</li> <li>Help conducting supplementary ecological surveys</li> <li>Help with the equipment maintenance and storage work</li> <li>Support the data entry and simple analysis work</li> <li>Assist the habitat management field work at Mai Po</li> </ul>   |
| OC1     | Ocean Conservation  | Kwai Hing                           | 1                      | Biology / Life Science / Environmental Science   | <ul style="list-style-type: none"> <li>Outstanding interpersonal and communication skills</li> <li>Preferably qualified diver</li> <li>Physically fit for mild outdoor field work</li> <li>Detail-minded</li> <li>Preferably equipped with graphic design skill</li> </ul>                                     | Proficient in verbal and written Chinese and English | <ul style="list-style-type: none"> <li>Microsoft office</li> <li>Data input</li> <li>Adobe Photoshop/ Illustrator (preferably)</li> </ul>                                  | N/A    | June - August 2019 | 2             | 10:00 AM - 05:30 PM | <p>This is an offer from the marine litter team. Currently we are focusing on two major projects – ghost gear project and fish box alternatives project. The intern might also involve in other duties related to marine litter.</p> <ul style="list-style-type: none"> <li>Assist in activities under the two projects if any e.g. workshops of ghost net initiatives in June, follow up on fish box trial in May to July</li> <li>Conduct literature review / desktop research on marine litter, micro-plastic and waste management topics e.g. plastic bag banning</li> <li>Data entry and analysis of fish box trial under the supervision of the team</li> <li>Conduct site visit and/or field work e.g. fish boxes trials data collection, exploration of 5 monitoring sites, other outreach / engagement / cleanup activities if any</li> <li>Assist in content development for external communication e.g. Facebook post drafting</li> </ul> |
| OC2     | Ocean Conservation  | Kwai Hing<br>• Mainly outdoor sites | 6                      | Ecology and Biology / Environmental-related  | <ul style="list-style-type: none"> <li>Positive and passionate about conservation work</li> <li>Organized and self-motivated</li> <li>Physically fit for outdoor activities</li> <li>Good interpersonal and communication skills</li> </ul>  | Cantonese, Mandarin and English                      | <ul style="list-style-type: none"> <li>Proficient in Microsoft Excel</li> <li>Preferably with good data analysis skills</li> </ul>   | N/A    | June - August 2019 | 3             | 09:30 AM - 05:30 PM | <p>Support oceans conservation team's initiate to</p> <ul style="list-style-type: none"> <li>Work outdoor to conduct visitor behavior survey in different coastal sites</li> <li>Assist in outdoor activities (e.g. eco tour, ecological survey) coordination on weekends</li> <li>Data input and data analysis</li> </ul>   |
| OC3     | Ocean Conservation  | Kwai Hing                           | 2                      | Biology / Environmental Science / Social science   | <ul style="list-style-type: none"> <li>Positive and passionate about conservation work</li> <li>Organized and self-motivated</li> <li>Good interpersonal and communication Skills</li> <li>Good research skills</li> </ul>   | Cantonese, Mandarin and English                      | <ul style="list-style-type: none"> <li>Proficient in Microsoft Excel</li> <li>Preferably with good data analysis skills</li> <li>Photoshop will be an advantage</li> </ul> | N/A    | June - August 2019 | 2             | 10:00 AM - 06:00 PM | <p>Support oceans conservation team's initiate to</p> <ul style="list-style-type: none"> <li>Desktop review, interviews and stakeholders meetings to understand the change in coastal environment and biodiversity over the decades</li> <li>Assist in research on the effect of marine traffic to Chinese White Dolphin and Finless porpoise</li> <li>Data input and data analysis</li> </ul>   |
| TRAFFIC | Trade Records Analysis of Flora and Fauna in Commerce (TRAFFIC) | Central                             | 1                      | Ecology, Environmental Science, Social science   | <ul style="list-style-type: none"> <li>Motivated and keen to learn</li> <li>Quick-minded and outgoing</li> <li>Good memory retention</li> <li>Understands and can maintain confidentiality</li> <li>Good interpersonal and communication skills</li> <li>Physically fit for mild outdoor activities</li> </ul> | English and Cantonese                                | Proficient in Microsoft Office applications, in particular Excel   | N/A    | June - August 2019 | 2             | 10:00 AM - 06:00 PM | <ul style="list-style-type: none"> <li>Assist in projects on wildlife trade, specifically in monitoring trade in physical markets and online</li> <li>Assist in collecting data through market observations and interviews</li> <li>Conduct research, data entry, sorting and analysis, report writing and produce infographics</li> <li>May need to work outdoors in the urban environment</li> </ul>   |
| VE(CT)  | Visitor Experience  | Central                             | 2                      | General  | <ul style="list-style-type: none"> <li>Willing to learn</li> <li>Work with other</li> <li>Flexible</li> <li>Passionate</li> <li>Initiative</li> </ul>  | Bilingual  | Microsoft Words, Excel and PowerPoint  | N/A    | June - August 2019 | 3             | 10:00 AM - 06:00 PM | <ul style="list-style-type: none"> <li>Promote WWF sustainable products at panda shop</li> <li>Promote WWF conservation programme</li> <li>Inventory checking</li> <li>Out-going - post office</li> <li>Pop up store</li> </ul>  |
| VE(HHW) | Visitor Experience  | Hoi Ha Wan                          | 1                      | Event, Tourism, Science and Marketing  | <ul style="list-style-type: none"> <li>Organized and self-motivated</li> <li>Physically fit for mild outdoor activities</li> <li>Good interpersonal and communication skills</li> </ul>  | English, Cantonese and Mandarin                      | <ul style="list-style-type: none"> <li>Microsoft office</li> <li>Chinese and English word processing</li> </ul>  | N/A    | June - August 2019 | 5             | 09:00 AM - 06:00 PM | <ul style="list-style-type: none"> <li>Assist in Corporate, Community programme and GBB (glass bottom boat) public tours</li> <li>Assist in HHW (Ho Ha Wai) events</li> <li>Assist in souvenir shop sales</li> <li>Administrative tasks</li> </ul>   |



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| VE(KH)  | Visitor Experience | Kwai Hing          | 1                      | Management / Administration | <ul style="list-style-type: none"> <li>• Self-motived</li> <li>• Well-organised</li> </ul> | Chinese and English | Microsoft Office and Excel | Working on Wednesday and Thursday is preferable | June - August 2019 | 1-2           | 09:30 AM - 05:30 PM | <ul style="list-style-type: none"> <li>• Support Admin Manager to prepare SOP (Standard Operation Procedures) and videos</li> <li>• Support reception</li> <li>• Support administrative daily operation e.g. Franking, data consolidation, sourcing quotations</li> <li>• Inventory update</li> </ul> |