

WWF Summer Internship 2015 (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 . Please indicate the Ref No. in the subject of your e-mail.

The deadline of application is 10 April 2015. Applicants who do not hear from us after 31 May 2015 may consider their applications unsuccessful.

Ref No.	Dept	Team	Work Location	No of Interns required	Requirements					Working Schedule			Job Responsibilities
					Major Study Preferred	Attributes & Competencies	Language Skills	Computer Skills	Others	Working Period	Days per week	Working Hour	
Admin 1	Communication and Operations	Administration	Kwai Hing	1	NA	Good telephone manner	English and Chinese	Good computer skill – Word, Excel, ppt	NA	Jun 2015-Aug 2015	2 Days (Wed & 1 other weekday)	9am - 6pm	<ul style="list-style-type: none"> Receptionist: Guest registration, in/out mail/courier arrangement, franking, data input, fill up forms, photocopies, labeling, etc. Re-arrange existing policies
Climate 1	Conservation	Climate	Kwai Hing	1	Environmental Science/ Business / Communications	Mature, responsible, willing to learn	English & Cantonese	<ul style="list-style-type: none"> MS Office Photoshop is an advantage Basic HTML is an advantage Chinese Input 	NA	Jun 2015-Aug 2015	4 Days	9am - 6pm	<p>This vacancy is a supporting role to the LOOP team under Conservation Dept</p> <p>Job duties includes:</p> <ol style="list-style-type: none"> Liaise with LOOP members for 3rd party verification matters Arrange verification schedule Participate in LOOP verification & give recommendations base on knowledge from school, if appropriate Preparing verification witness reports & summary Daily Office Operation / Handling enquiry on phone or via email Ad-hoc duty to support climate team. <p>Other notes:</p> <ul style="list-style-type: none"> Chance to visit LOOP offices May work overtime (verification days) Days per week may vary subject to verification schedule
Com 1	Communication and Operations	Communication	Kwai Hing	1	Communications/ Journalism /Translation	Copy-writing and translation. Basic computer skill.	Chinese and English writing	MS office, chinese and english word processing. Knowledge of Adobe Photoshop and Adobe Illustrator is an advantage.	Photography skill is an advantage	Jun 2015-Aug 2015	5 Days	9:30am - 5:30pm	<ul style="list-style-type: none"> Write and translate articles on latest conservation news and organization's updates in different WWF's channels Write articles for WWF columns in different media, in the format of opinion piece, features, blog etc. On the job training would be provided in carrying out translation and copywriting of articles Maintain website contents and promotion through the online community Provide administrative and editorial support to the team Assist in the execution of events and campaigns
Com 2	Communication and Operations	Communication	Kwai Hing	1	Communications/ Journalism/ Translation/ Language/ Marketing	Copy-writing, translation, basic computer skills	Traditional Chinese and English	MS office, Chinese and English word processing. Knowledge of photo and video editing softwares will be an advantage	Photography/ videography skill is an advantage. Outdoor work may be required. Work outside working hours and/or on weekends may be required.	Jun 2015-Aug 2015	5 Days	9:30am - 5:30pm	<ul style="list-style-type: none"> Assist in conducting desktop research and analysis of local and regional environmental topics Write and translate articles on latest conservation news and organization's updates in different WWF's channels Write articles for WWF columns in different media, in the format of opinion piece, features, blog, social media posts, etc. On the job training would be provided in carrying out translation and copywriting of articles Maintain website contents and promotion through the online community Provide administrative and editorial support to the team Assist in the execution of events and campaigns Assist in daily communications with third parties including vendors and supporters Other tasks assigned by supervisors
Com 3	Communication and Operations	Communication	Kwai Hing	2	Marketing, Journalism, Translation, Language	<ul style="list-style-type: none"> Willing to learn and interested in media affairs including traditional media and social media Good Chinese and English writing in journalistic style and marketing message Have good sense on social media marketing Outgoing 	Fluent in English and Cantonese	<ul style="list-style-type: none"> Familiar with Word Processing and Excel Familiar with Adobe photoshop (eg. retouching and design skill) Knowledge on video editing software will be an advantage 	<ul style="list-style-type: none"> Strong sense on marketing and media trend Interested in conservation issue Organised and willing to handle mass data and analysis 	Jun 2015-Aug 2015	3-5 Days	10am - 7pm	<ul style="list-style-type: none"> maintain and consolidate the media data base assist in monitoring news clippings and consolidate monthly media report research and analyze on conservation issue for press and social media use assist in writing social media post and press materials prepare multi-media materials and photo retouching
Corp 1	Marketing and Fundraising	Corporate	Kwai Hing	3	Communications / Marketing / Business	Good communication and interpersonal skill (including telephone manner), detail minded; positive, sociable, enthusiastic and motivated	All-rounded	All-rounded, Photoshop (optional)	NA	Jun 2015-Aug 2015	2 Days	9:30am - 5:30pm	<ul style="list-style-type: none"> Hands-on clerical and administrative works Data input typing Editing and translation Drafting/editing letters or other promotional materials (if necessary) Translating documents Event logistics arrangement (minor logistics)
CoW 1	Conservation	Local Biodiversity	Kwai Hing	1	Life Sciences/ Geography	<ul style="list-style-type: none"> Have experience in conducting field surveys Can perform basic statistical analysis Understanding marine ecology and species identification of coastal species of Hong Kong is an advantage 	Fluent Chinese and English	Word, Powerpoint, Excel	Physically fit for outdoor works	Jun 2015-Aug 2015	3 Days	10am - 6pm	<ul style="list-style-type: none"> Assist in conducting ecological and marine litter survey of Coastal Watch project Data input and basic statistical analysis on results Desktop survey on marine litter problem in Hong Kong Logistic support in campaigns, ceremonies, seminars and events Assist in other daily operations of the project as well as other related projects May need to work during weekends

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Edu 1	Education	Education	Island House / Mai Po / Hoi Ha	3	Science, Education	<ul style="list-style-type: none"> Proactive, passionate in nature Willing and able to work at outdoor environment and under adverse weather Good team player Good communication skill 	<ul style="list-style-type: none"> Good command of both written and spoken English and Chinese. Fluent Cantonese is a must. 	Proficient in Microsoft Word, Excel and PowerPoint	NA	Jun 2015-Aug 2015	5 Days	9am - 5:30pm	<ul style="list-style-type: none"> Assist in the evaluation of the effectiveness of the current education programmes and projects. Assist in guiding centre-based and outreach education programmes Assist in administration works which are related to education programme deliveries. Provide preparation and on-site support in various education projects. Additional remarks: <ul style="list-style-type: none"> Base office of the candidate will be at Island House/ Hoi Ha Wan, 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
Finance 1	Finance	Finance	Kwai Hing	1	NA	Willing to learn	Both Cantonese and English	Excel and Word	NA	Jun 2015-Aug 2015	5 Days	9:30am - 6pm	<ul style="list-style-type: none"> Assist in accounting operations work. Assist in data entry. Cheque issuance Filing the accounting documents. Carry out any other ad hoc duties.
Footprint 1	Conservation	Footprint	Kwai Hing	1	NA	Detailed-minded, positive, efficient, good team player, passionate on conservation works Working experience in government policy sector is preferred	Proficient in spoken and written English and Chinese	Good command of Excel, English and Chinese word processing, Powerpoint	NA	Jul 2015 - Sep 2015 (Negotiable)	2-3 Days	9:30am - 5:30pm	<p>Hong Kong is one of the largest cities in the world in terms of natural resources consumption. Currently Hong Kong ranks 15th among about 150 countries and territories worldwide in terms of Ecological Footprint. If everyone in the world led the lifestyle of Hong Kong people, we would need as many as 3.1 Earths!</p> <p>WWF-Hong Kong's Footprint Team is interested to advance the sustainable development concept and roadmap for Hong Kong. The Team is looking for an experienced person with previous policy-related background:</p> <ul style="list-style-type: none"> To stock-take the various initiatives and approaches undertaken by the Hong Kong Government and the community to try to advance sustainable development in Hong Kong Explore and develop an integrated approach to advance and / or measure sustainable development for Hong Kong
Footprint 2	Conservation	Footprint	Kwai Hing	1	NA	Detailed-minded, positive, efficient, good team player, passionate on conservation works Working experience / internship experience is preferable	Proficient in spoken and written English and Chinese	Good command of Excel, English and Chinese word processing, Powerpoint	Photoshop is preferable	Jul 2015 - Sep 2015 (Negotiable)	3-5 Days	9:30am - 5:30pm	<p>The massive increases in population, development and consumption of the last century have created an imbalance in mankind's relationship with the world's natural resources.</p> <p>WWF-Hong Kong's footprint team is working on three main segment that contribute to footprint reduction work: namely, "Seafood Choice Initiative", "Shark Fin Initiative" and "Footprint Initiative".</p> <p>The Footprint Assistant Internship will be responsible for executing strategies and operational plans for these three initiatives:</p> <ul style="list-style-type: none"> To look at current initiatives undertaken by the Hong Kong Government to improve Hong Kong's sustainable development Explore options to establish a city sustainability index for Hong Kong to measure its trend of sustainable development in long term Support in e-marketing operation such as content writing and translation for footprint enews Contact database development To contact stakeholder through cold calls (collect No Shark Fin Corporate Pledge) Provide administrative support Assist and support for promotions and events if any Assist in preparing PowerPoint presentation Assist in ad hoc tasks and assignments (including desktop research and other footprint team marketing activities)
Footprint 3	Conservation	Footprint	Kwai Hing	2	NA	Detailed-minded, positive, efficient, good team player, passionate about conservation work Working / internship experience preferred	Proficient in spoken and written English and Chinese	Good command of Excel, English and Chinese word processing, powerpoint Photoshop an asset	NA	Jun 2015-Sep 2015 (Negotiable)	5 Days	9:30am - 5:30pm	<p>WWF-HK Footprint Team is interested in furthering our work in sustainable seafood among the catering and retail sectors. We're looking for a passionate person to help build a strong foundation for our work.</p> <p>The tasks of the successful candidate are as below:</p> <ul style="list-style-type: none"> Conduct survey to understand the sustainability of seafood products sold at selected catering sectors and retail outlets. Produce a simple ranking system of selected catering sectors and retail outlets in terms of seafood sustainability.
FSC 1	FSC Asia Pacific Regional Office	FSC	Central	2	Forestry/Natural resources/Environmental management	Positive, detail-minded, competent organizational, efficient, diligent, good communication skills, self-learner, pleasant	Fluent English, any other Asian languages (Chinese, Japanese, Korean, Bahasa) would be an advantage	MS Word MS Excel MS PowerPoint MS Project	Some knowledge on Forest Certification Scheme – FSC, love reading, fast reading speed	Jun 2015-Aug 2015	5 Days	9am - 6pm	<ul style="list-style-type: none"> To read through all the Forest Management Certificate Holders' audits reports in Asia Pacific region available on FSC Public certificates database (~230 Certificate Holders) To extract info from the reports into a table form with attributes including Certification bodies, Country/province/city of origin, certified area, certified species, and traded volumes, certification types, issued non-conformities, etc. Data analysis on the FM data retrieved from the reports and assistance in publicizing results
HR 1	Communication and Operations	HR	Kwai Hing	1	Human Resources Management or Business Administration	Attentive to details and high team spirit	Good command of both written and spoken English and Chinese	Proficient in computer skills, including MS Word, Excel and PowerPoint	NA	Jun 2015-Aug 2015	5 Days	9:30am - 6pm	<ul style="list-style-type: none"> Provide general administrative support to the HR Team Assist in the coordination of recruitment activities, e.g. arranging recruitment interviews Assist in the updating of staff records, e.g. leave applications and training records Responsible for the filing of staff records

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HR 2	Communication and Operations	HR	Kwai Hing	4	NA	Detail-minded, creative, highly organized and able to work under pressure	Good command of both written and spoken English and Chinese	Proficient in computer skills, including MS Office, Excel, Powerpoint or equivalent software will be a definite advantage	NA	Jun 2015-Aug 2015	3-5 Days	9.30am - 6pm	<ul style="list-style-type: none"> Filing Data-Entry Event Preparation Mailing Service Reception Tele-marketing Other office administration tasks Supporting different teams' operation Assist in ad hoc projects Outdoor work if require
IG 1	Marketing and Fundraising	Individual Giving	Kwai Hing	2	Language/translation	detail-minded, creative, highly organized	Good command of both written and spoken English and Chinese	Proficient in computer skills, including MS Office, Excel, Powerpoint, Photoshop, AI or equivalent software will be a definite advantage	Background in Translation/Marketing/Communication/Design is preferable	Jun 2015-Aug 2015	5 Days	10am - 6pm	<ul style="list-style-type: none"> Assist in developing and marketing materials and publications, including posters, flyers and newsletters Assist in writing, translating and proofreading copy Assist in donation box promotion and logistics Assist in ad hoc projects Outdoor work if require
Int 1	WWF International	WWF International	Central	1	Science	Well organized, able to research topics related to sharks from the scientific literature, and write reports	Good spoken and written English	Word, Excel, Powerpoint	Google calendar, Google docs	Jun 2015-Aug 2015	2 Days	9:30am - 6pm	<p>An intern is required to support the WWF global leader on shark and ray conservation. The main responsibilities will be to:</p> <p>i) Undertake desktop research on specific topics related to the conservation and sustainable use of sharks and rays, or marine conservation more generally, and write summary reports.</p> <p>ii) Provide administrative and organizational support to the leader within Hong Kong. This will include helping to organize meetings, travel, conference calls etc.</p> <p>iii) Provide other support as required</p> <p>The successful applicant will gain training and excellent exposure to how global-scale conservation initiatives are undertaken. Please note though that the position will not include field-work.</p>
Marine 1	Conservation	Local Biodiversity	Kwai Hing	1	NA	Outgoing, independent, passionate for marine conservation	Excellent spoken and written English and Chinese	MS Office (including Powerpoint), graphic design and Photoshop is preferred	Working on weekends/outdoor venue if necessary	Jun 2015-Aug 2015	5 Days	9:30am - 5:30pm	<ul style="list-style-type: none"> Desktop research, data entry and analysis Assisting in organization and promotion of Chinese White Dolphin Interpreter Training Programme. Assisting in dolphin watching and pledge activities in Tai O if needed.
MP 1	Conservation	Mai Po	Mai Po	1	NA	Able to work independently	Written Chinese and English: Good	Microsoft Office	NA	Jun 2015- Jul 2015	5 Days	9am - 5pm	<ul style="list-style-type: none"> Assist to development new visiting programme; Register all visitors to the Visitor Centre in accordance with the visitor registration procedures; Together with other team members, answer and resolve enquires from the general public in a courteous, efficient and timely manner; Handle the purchase transactions of all visitors to the Mai Po Visitor Centre and manage the money and stock in accordance with the retail shop procedures; Assist to compile visitor and tour statistics; Update the database of birds of the new Mai Po apps Assist to handle visitor questionnaire Digitize document, photos and filing, categorizing Re-new the permit holder list Review forms and notice Process the permit application Assist to organize the annual banquet
MP 2	Conservation	Mai Po	Mai Po	2	Biology and Environmental Science related programme	Willing and capable to work in outdoor environment. Willing to work on inconvenient hours on a small number of days.	Written Chinese and English; spoken Cantonese and English	MS Word, excel	Interested and have knowledge on local wildlife	Jun 2015-Aug 2015	5 Days	9am - 5pm	<ul style="list-style-type: none"> To assist in the implementation of the Mai Po Nature Reserve Research and Monitoring Programme, including field-based duties such as bird counting Office related work such as data entry and analysis.
SC 1	Marketing and Fundraising	Supporter Care	Kwai Hing	2	NA	Attention to details, willing to learn and have good communication skill	English, Chinese and Mandarin	English & Chinese typing skill, Knowledge of MS Excel and MS Word	Feel comfortable when talking with donor	Jun 2015-Aug 2015	5 Days	9:30am - 6pm	<ul style="list-style-type: none"> Data entry Contacting donors Managing donor database Preparing and sending out donor letters by mail or e-mail General administrative work
Trading 1	Marketing and Fundraising	Trading & Fundraising Event	Central	1	NA	NA	Both English and Chinese	NA	NA	Jun 2015-Aug 2015	5 Days	10am - 7pm	<ul style="list-style-type: none"> POS procedure Introduce the eco products to walk in client Stock taking Handling mail order / fax order / eshop order Charity Sales help if needs