

WWF Summer Internship 2016 (It is an unpaid internship)

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Admin 1	Communication and Operations	Administration	Kwai Hing	1	Business Admin	Good telephone manner	English and Chinese	Good computer skill – Word, Excel, ppt	NA	Jun 2016 - Aug 2016	1 or 2 day(s)/week (Wed) + Fri or Thu	9:30am - 6pm	<ul style="list-style-type: none"> Manage the reception area when needed (e.g. welcome visitors, arrange in-coming letter) Franking letters for post out and prepare simple reports Product sourcing and ask for quotations Data input, prepare or update tables/lists/floor plans/signs And other general admin tasks
Climate 1	Conservation	Climate	Kwai Hing	2	Environmental Science / Business / Marketing / Language	Good communication skill, creative, copy-writing skill	English and Chinese	MS office, Chinese and English word processing. Knowledge of photo and video editing softwares will be an advantage.	NA	Jun 2016 - Aug 2016	2 or 3 days or more	9:30am - 5:30pm	<ul style="list-style-type: none"> Assist in handling 3rd party verification matters for Low-carbon Office Operation Programme (LOOP) such as liaising with LOOP members Have chance to visit LOOP offices and participate in LOOP verification Maintain LOOP website updates Assist in event management (e.g. seminar, workshop or training) Prepare marketing and promotional materials Assist in conducting desktop research and data analysis Ad-hoc duty to support climate team
Com 1	Communication and Operations	Communications	Kwai Hing	1 or 2	NA	Copy-writing, translation, basic computer skills, basic photo and video shooting and editing skills	Traditional Chinese and English	MS office, Chinese and English word processing. Knowledge of photo and video editing softwares will be an advantage	Photography/video graphy skill is an advantage. Outdoor work may be required. Work outside working hours and/or on weekends may be required.	Jun 2016 - Aug 2016	At least 2 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, in the format of opinion piece, features, blog, social media posts, etc. Produce and edit photos and videos for online promotion of WWF's conservation and education programmes 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 2	Communication and Operations	Communications	Kwai Hing	2	NA	NA	English & Chinese	MS office, Chinese and English word processing.	NA	Jun 2016 - Sep 2016	2 Days	9:30am - 5:30pm	<ul style="list-style-type: none"> Writing Columns Translate different kind of WWF publications(E.g. International conservation news, CEO updates, About Life magazines) Editing work from different departments(E.g. Animal Updates, eDM) Others appointed by reporting officers
Con 1	Conservation	Conservation	Kwai Hing	2	Geography, Social Science, Public Policy	Detail mind, good at data analysis	Chinese, English	Word and Excel processing	NA	May 2016 - Aug 2016	2 to 3 days	From 2pm To 6pm (Negotiable)	<ul style="list-style-type: none"> Research on topics relevant to WWF HK's Conservation programmes and projects, conduct interview with stakeholders, collects and analyze relevant data and information on conservation
Corp 1	Marketing and Fundraising	Corporate	Kwai Hing	2	Social Sciences/ 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 2016 - Aug 2016	1.5 or 2 days	9:30am - 5:30pm	<ul style="list-style-type: none"> Hands-on clerical and administrative works <ul style="list-style-type: none"> Data input typing Editing and translation <ul style="list-style-type: none"> Drafting/editing letters or other promotional materials (if necessary) Translating documents Event logistics arrangement (minor logistics)
CoW 1	Conservation	Coastal Watch	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 2016 - Aug 2016	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
CoW 2	Conservation	Coastal Watch	Kwai Hing	1	Communications/ Journalism/ Design	<ul style="list-style-type: none"> enthusiastic, self-motivated, creative & responsible good interpersonal skills a natural user of various digital media & social media Good at photography and graphic design / illustration skills Good writing skills 	Chinese & English	Word, Excel, Adobe Photoshop/Lightroom, Indesign (Optional : Premiere)	NA	Jun 2016 - Aug 2016	2 days	10am - 6pm	<ul style="list-style-type: none"> To come up with creative writing ideas for Coastal Watch project's social media channels such as Facebook, Instagram and Twitter To write & edit Coastal Watch project's website & Facebook content Handling graphic design tasks for Coastal Watch project Outdoor photo shooting for Coastal Watch site actions (Optional: To make interesting animation for Coastal Watch Website)

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DB 1	Conservation	Discovering Biodiversity in Hong Kong Wetlands	Mai Po	3 to 4	Ecology/Environmental Science/Life Science/ Biology/ Applied biology/ Zoology	<ul style="list-style-type: none"> Able to work in the field in adverse weather conditions Possessing experiences in ecological survey will be an advantage 	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	Jun 2016 - Aug 2016	At least 4 days may include Sat or Sun. The duty date depends on the survey and related preparation work and data input/analyses tasks.	9am to 5pm (normal shift) The actual working time may shift due to different survey e.g. firefly survey	<ul style="list-style-type: none"> Assist the running of Citizen Scientist ecological surveys in WWF-Hong Kong's project namely Discovering Biodiversity in Hong Kong Wetlands* 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. Conduct supplementary surveys for a wide range of wildlife groups including small mammal, amphibian, insects , aquatic fauna and also water quality parameters Prepare all necessary equipment and help in other follow-up work e.g. general maintenance of survey tools and data entry and data analysis) Provide on-site supports on the survey dates <p>*Click the below link to know more about the project http://www.wwf.org.hk/en/whatwedo/conservation/wetlands/discovering_biodiversity_in_hong_kong_wetlands/</p>
Edu 1	Education	Education	Island House / Mai Po / Hoi Ha	3	Science, Education, Liberal Studies, Social science	<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 2016 - Aug 2016	5 days	9:00am - 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. <p>Additional remarks: <ul style="list-style-type: none"> 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	1	Event Management/ Marketing/ PR	NA	English, Cantonese	Adobe Photoshop or Adobe Illustrator	NA	Jun 2016 - Aug 2016	2 days	9:30am - 5:30pm	<ul style="list-style-type: none"> Event materials preparation and designing Sending out event information to our donors and supporters Contacting our donors and supporters Assisting in E-shop and visitor centre in Central Administration works and other ad hoc tasks
Footprint 1	Conservation	Footprint	Kwai Hing	1	NA	Detailed-minded, positive, efficient, good team player, passionate about conservation work 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	Jun 2016 - Aug 2016	1 to 2 day(s)	9:30am - 5:30pm	<p>Hong Kong is an important trading hub for seafood and shark products. In order to retain healthy oceans, wise consumption shall be one of the best solutions. The Footprint Team is looking for passionate internships to assist with the Sustainable Seafood Initiative.</p> <p>The tasks of the successful candidate are as below: <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, and to prepare a simple report Assist with preparation work for and execution of media or promotional event if needed Work with volunteers and internships for various campaigns in footprint team Clerical support to footprint team </p>

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Footprint 2	Conservation	Footprint	Kwai Hing	1	NA	Detailed-minded, positive, efficient, good team player, passionate about conservation work	Proficient in spoken and written English and Chinese	Good command of Excel, English and Chinese word processing, Powerpoint	Working experience / internship experience is preferable	Jun 2016 - Aug 2016	1 to 2 day(s)	9:30am - 5:30pm	<p>Hong Kong is accounting for about 50% of the global shark fin trade annually. The shark conservation move from Hong Kong people is with global importance.</p> <p>WWF-Hong Kong has launched "Shark Fin initiative" since 2007. Through engagement with different stakeholders, including caterers, corporations and individual, WWF-Hong Kong is trying to drive Hong Kong to be shark-free city.</p> <p>The Footprint Team is looking for passionate internships to assist with the Shark Fin Initiative.</p> <ul style="list-style-type: none"> - Follow up with caterers and corporations on pledging to say no to shark fin. - Conduct various researches so as to source relevant information or figures to facilitate the programme - Facilitate the team to do translation, editing or prepare presentation materials if needed - Assist with preparation work for and execution of media or promotional event if needed - Clerical support to footprint team - Work with volunteers and internships for various campaigns in footprint team
Footprint 3	Conservation	Footprint	Kwai Hing	1	NA	Detailed-minded, good team player, passionate about conservation work, Positive, efficient	Proficient in spoken and written English and Chinese	Good command of Excel, English and Chinese word processing, Powerpoint	Working experience / internship experience is preferable	Jun 2016 - Aug 2016	1 to 2 day(s)	9:30am - 5:30pm	<p>Humanity is overconsuming the Earth's natural resources at an ever-increasing rate. If everybody on the planet consumed resources at the same rate as we do in Hong Kong, we would require 3.1 Earths to fulfil our resource needs.</p> <p>The Footprint Team is looking for passionate internships to assist with the Ecological Footprint Initiative.</p> <ul style="list-style-type: none"> - Conduct literature reviews - Collect and analyze data - Conduct various researches so as to source relevant information or figures to facilitate Ecological Footprint Initiative - Facilitate the team to do translation, editing or prepare presentation materials if needed - Assist with preparation work for and execution of media or promotional event if needed - Clerical support to footprint team - Work with volunteers and internships for various campaigns in footprint team
IG 1	Marketing & Fundraising	Individual Giving	Kwai Hing	2	NA	detail-minded, highly organized	Good command of both written and spoken English and Chinese	Proficient in computer skills, including MS Office, Excel, Powerpoint, Photoshop, Adobe Illustrator or equivalent software will be a definite advantage	Background in Translation/Marketing/Communications is preferable	Jun 2016 - Aug 2016	2 days	10am -6pm	<ul style="list-style-type: none"> • Assist in developing and marketing materials and publications, including posters and newsletters • Assist in conducting mystery shopping programme • Assist in writing, translating and proofreading copy • Assist in donation box promotion and logistics • Assist in ad hoc projects • Outdoor work if require
IT 1	Communication and Operations	IT Team	Kwai Hing	1	Business Admin/ Computer/ IT/ Process and Knowledge Management	Survey and analytical skill is required.	English, Cantonese	Word and Excel processing Outlook mailing System	NA	May 2016 - Sep 2016	2 or 3 Days	9:30am - 5:30pm	<ul style="list-style-type: none"> • Provide assistance in helpdesk service for email service • Provide support on the development and implementation of Knowledge Management. • Conduct survey and assist to assess organization needs and innovative in the design and delivery of appropriate solutions for Knowledge Management. • Review and restructure the current taxonomy on the file system, increase the degree of transparency and easy access.
Marine 1	Conservation	Marine	Kwai Hing	1	NA	Outgoing, independent, passionate for marine conservation	Excellent spoken and written English and Chinese	MS Word, Excel and Powerpoint, graphic design and Photoshop is preferred	Working on weekends/outdoor venue if necessary	Jun 2016 - Aug 2016	5 days	9:30am-5:30pm	Desktop research, data entry and analysis, assisting in marine related conservation work. Assisting in outdoor field work or events if needed.
Marine 2	Conservation	Marine	Kwai Hing	2	NA	Outgoing, independent, passionate for marine conservation	Excellent spoken and written English and Chinese	MS Word, Excel and Powerpoint, graphic design and Photoshop is preferred	Working on weekends/outdoor venue if necessary	Jun 2016 - Aug 2016	5 days	9:30am-5:30pm	To carry out a baseline study about local recreational fishing for identifying the fishing hotspots and the kinds of fish catch e.g. species, size, abundance, by conducting 1) desktop research 2) questionnaires and survey, and 3) data analysis.
MG 1	Marketing & Fundraising	Major Gift, T & F	Kwai Hing	1	NA	<ul style="list-style-type: none"> • Good communication skills and interpersonal skills • Good organizational and planning skills 	Good command of both written and spoken English and Chinese	Proficiency in MS Office and Chinese word Processing	NA	Jun 2016 - Sep 2016	Half a day	2:00pm-5:30pm	<ul style="list-style-type: none"> • Assist in general office administration tasks • Conduct online research • Develop and maintain a filing system • Assist in the preparation of reports

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MP 1	Conservation	Mai Po	Mai Po	1	NA	Able to work independently	Written Chinese and English: Good	Microsoft Office	NA	Jun 2016 - Aug 2016	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; • 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 • Stretch birds for publishing booklets
Office 1	Communication and Operations	HR	Kwai Hing	2	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. Photoshop or equivalent software will be a definite advantage	Photography skills and graphic design skills will be an advantage	Jun 2016 - Aug 2016	5 days	9:30am - 5:30pm	<ul style="list-style-type: none"> • Administrative tasks including Filing, Data-Entry, Mailing Service, Reception • Event Preparation • Photo-taking • Simple Graphic Design • Tele-marketing • Supporting different teams' operation • Assist in ad hoc projects • Outdoor work if require
Trading 1	Marketing and Fundraising	Trading & Fundraising Event	Central	1	NA	Outgoing	Both English and Chinese	NA	NA	Jun 2016 - Aug 2016	3 to 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
Traffic 1	TRAFFIC East Asia	Traffic	Central	1	In Masters degree programme, major in Geography, Ecology, Environmental Science	Self-directed lateral thinker, strong bi-lingual communicator, excellent organizational skills, strong computer literacy, ability to multi-task and work well within a team, be motivated, keen to learn and able to work on own initiative.	Cantonese and English	MS Office, in particular excel	NA	Jun 2016 - Aug 2016	3 days	9:00am-6:00pm	<p>TRAFFIC is offering an internship to a suitable individual to assist with its work in monitoring wildlife trade in Hong Kong. The city is a regional hub for the trade in wildlife, but the full extent of the trade in some endangered species is not often known. Understanding the trade dynamics in wildlife trade in Hong Kong is a critical first step towards motivating commitments to conserve and sustainably use wild species and habitats. The internship will assist in the task of data collection, analysis and reporting, working in collaboration with TRAFFIC's Hong Kong staff towards a better understanding of the trade in key species of relevance to the city and the East Asia region. The intern will primarily be involved in the following tasks:</p> <ul style="list-style-type: none"> • Desktop background research • Assessing Stakeholder Knowledge and Awareness • Assisting wildlife market survey and data analysis • Trade data gathering and analysis • Report writing