



WWF-HK Autumn 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 (can further discuss with supervisor)	Working Hour	
CCS	Market Innovation: Corporate and Community Sustainability Team	Kwai Hing	4-6	N/A (undergraduate and postgraduate are welcomed)	<ul style="list-style-type: none"> Good communication skills, including writing Good research experience, analytical and report writing skills Up-to-date sense on social affairs Knowledge on government policies and environmental matter, but not essential 	Chinese and English	Microsoft Word and Excel	Experience on social media campaign and graphic design, but not essential	Sep - Dec 2019 (could further extend subject to performance)	2	10:00 AM - 05:00 PM	You will be assigned to: <ul style="list-style-type: none"> Conduct researches on various topics with a theme of "Sustainable City" with a focus on advocacy on long-term planning and policies in Hong Kong; Discussion, idea-sharing and active communication are highly encouraged
COMMS	Communications	Kwai Hing	4	PR / Journalism / Communications / Translation / Language	<ul style="list-style-type: none"> Writing, editing and translation skills, as well as a general interest in content-based communications work Independent, detail-minded, creative, self-driven and responsible Excellent presentation and communication skills Interest in environmental issues 	English and Chinese	Microsoft suite (Word, Excel, PowerPoint, etc)	N/A	Sep - Nov 2019	1	09:30 AM - 05:30 PM	<ul style="list-style-type: none"> Provide content-based support to the Communications team across a variety of collaterals, including but not limited to, website, newsletters, and publications. This work supports the dissemination of our conservation goals and programmes, to public, business and government.
COMMS(GEN)	General Communications	Kwai Hing	2	PR / Journalism / Communications / Translation / Language	<ul style="list-style-type: none"> Undergraduate in Translation, Journalism, Communications or related disciplines Independent, detail-minded, creative, self-driven and responsible Excellent presentation, communication and negotiation skills A team player with excellent interpersonal skills Interest and sensitive to environmental issues 	Excellence command of written and spoken English and Chinese	Proficient in Microsoft Word and Excel	N/A	Sep - Dec 2019	1.5	09:30 AM - 05:30 PM	<ul style="list-style-type: none"> Prepare communications materials, carry out translation and copywriting of articles or columns Provide administrative and editorial support to the team Assist in any ad hoc project and duties appointed by supervisors
CON-POLICY	Conservation Policy	Kwai Hing	1	Public Policy, International Studies, 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"> Google search Microsoft Word, Excel and PowerPoint 	N/A	Sep - Dec 2019	1.5-2	10:00 AM - 06:00 PM	To assist on our conservation policy works on the following area (exact scope depending on the available time of intern): <ul style="list-style-type: none"> Basic research - illegal wildlife Routine monitoring - LegCo agenda, government advisory committee scheduled and agenda, news scanning Advocacy - east Lantau reclamation, Nam San Wai, wetland management Consultations - long term decarbonisation; country park recreation use General office admin and support
CORP	Corporate Partnerships	Kwai Hing	2	Business, Communications, Social Science	<ul style="list-style-type: none"> Good communication and interpersonal skill Detail minded, positive, enthusiastic and motivated 	<ul style="list-style-type: none"> Fluent Cantonese Good command of both written and spoken English and Mandarin 	<ul style="list-style-type: none"> Microsoft Office Photoshop (optional) 	N/A	Sep - Dec 2019	1	10:00 AM - 06:00 PM	<ul style="list-style-type: none"> Clerical and administrative works Corporate database research Data input Editing and translation Drafting/editing letters or other promotional materials (if necessary) Minor event logistics arrangement
DCM	Digital Creative Media	Kwai Hing	1	Creative Media and Communications / Design	<ul style="list-style-type: none"> Creativity Graphic Designs/ Multimedia Basic website management Positive attitude Good team player and able to work independently Confident and highly motivated 	Cantonese	<ul style="list-style-type: none"> Adobe Illustrator/ Photoshop skills HTML basic text editing Familiar with Microsoft Office 	N/A	Sep - Nov 2019	1.5-2	10:00 AM - 05:00 PM	<ul style="list-style-type: none"> Assist in the design and development of promotional activities for event activities. Create promotional posts for social media. Website maintenance and updates Help with some admin and paperwork.
EVENTS	Events	Kwai Hing	4	Event management, Language Studies, Marketing	Flexibility and willing to learn	English and Chinese	Microsoft Excel, Word, and PowerPoint	N/A	Sep - Dec 2019	1.5-2	10:00 AM - 06:00 PM	<ul style="list-style-type: none"> Event materials preparation Send out event information to our donors and supporters Contact our donors and supporters to sign up for the race/events Provide support on event days Administration works and other ad hoc tasks
FIN	Finance	Kwai Hing	1	Accounting	Willing to learn	Fluent Cantonese and fair English	Microsoft Excel and Word	N/A	Sep - Dec 2019	2	09:30 AM - 05:30 PM	<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
HR	Human Resources	Kwai Hing	1	Human Resources Management/ Business Administration	<ul style="list-style-type: none"> Attentive to details High team spirit 	Good command of both written and spoken English and Chinese	<ul style="list-style-type: none"> Proficient in computer skills, including Microsoft Word, Excel and PowerPoint Knowledge of Photoshop and video editing is an advantage 	N/A	Sep - Dec 2019	1	09:30 AM - 05:30 PM	<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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ICT-APPS	Information Communication Technology (Applications)	Kwai Hing	2	Computer	<ul style="list-style-type: none"> Willing to test and research IT technology Interested in PC, server and other tools Self-motivated, analytical and willing to learn 	Chinese and English	<ul style="list-style-type: none"> Basic PC, Apple IOS and Window knowledge Basic knowledge of website technology Knowledge of SQL and programming (PHP, Java, HTML, CSS, etc) 	N/A	Sep - Dec 2019	2	09:00 AM - 06:00 PM	<ul style="list-style-type: none"> Provide research and comparison of applications Develop programs for data interfacing and reports with documentation Conduct software tests and data verification
ICT-OPS	Information Communication Technology (Operations)	Kwai Hing	1	Computer Science / IT	<ul style="list-style-type: none"> Willing to test and research IT technology Interested in PC, server and other tools Self-motivated, analytical and willing to start from zero and learn 	Chinese and English	<ul style="list-style-type: none"> Basic PC, Apple IOS and Window knowledge Basic knowledge of website technology and HTML Basic Knowledge of SQL and IT tools 	N/A	Sep - Dec 2019	1.5-2	09:30 AM - 05:30 PM	<ul style="list-style-type: none"> Provide end user support including Mac, Window and basic documentation for user Provide research and comparison for tools of monitoring, capacity and VM Provide data verification and SQL for our internal database application
INTL-FIN	Sustainable Finance (WWF International)	Kwai Hing	1	Finance/Business/Economics	<ul style="list-style-type: none"> Understanding in investment banking/asset management/financial market regulations Interest and familiarity in sustainable finance/green finance/environmental finance/responsible investing/ESG Ability to work with little guidance (self-starter) Strong accountability and commitment to completing projects in good quality Ability to come up with one's own thoughts and ideas to be put into project design Ability to read and summarize complex concepts and data afterwards 	Fluent written and spoken English	<ul style="list-style-type: none"> Excellent command of online search Excellent usability of Microsoft Word and Excel 	Available to attend conference calls in the evening (1-2 times a week, one hour between 8 and 10PM)	Sep - Dec 2019	5 (office or home assignment)	02:00 PM - 04:00 PM	<ul style="list-style-type: none"> Develop organized content on various sustainable finance topics to be uploaded on a web page Create an annotated bibliography of a variety of publications Conduct her/his own research project to develop and complete (topic to be decided upon discussion) under supervision and guidance of a WWF staff member
MKT	Digital Marketing and Media	Kwai Hing	3	Marketing/ Communication	<ul style="list-style-type: none"> Translation Data entry Writing skills Social media Marketing trend 	English and Chinese	Microsoft Excel	N/A	Sep - Dec 2019	2	10:00 AM - 06:00 PM	<ul style="list-style-type: none"> Prepare content creation for Facebook/ Instagram Perform data analysis to evaluate campaign effectiveness Translation Propose creative solution to scale customer's growth
OC1	Ocean Conservation	Kwai Hing	4	Ecology/ Biology/ Environmental Science/ Social Science	<ul style="list-style-type: none"> Positive and passionate about conservation work Organized and self-motivated Good interpersonal and communication skills Good research skills 	Cantonese, Mandarin and English	<ul style="list-style-type: none"> Proficient in Microsoft Office Preferably with good data analytical skills Photoshop/Illustrator will be an advantage 	Preferably with GIS skills	Sep - Dec 2019	1.5-2	10:00 AM - 06:00 PM	<ul style="list-style-type: none"> Support oceans conservation team's initiate to Conduct desktop review, interviews and stakeholders meetings to understand the change in coastal environment and biodiversity over the decades Assist in research on the effect of marine traffic to Chinese White Dolphins and Finless porpoises Data input, processing and analysis
OC2	Ocean Conservation	Kwai Hing	2	Ecology and Biology / Environmental-related	<ul style="list-style-type: none"> Positive and passionate about conservation work Organized and self-motivated Good research skills Good interpersonal and communication skills Physically fit for outdoor activities 	Cantonese and English	<ul style="list-style-type: none"> Proficient in Microsoft Excel/R/SPSS Preferably with good data analysis skills 	N/A	Sep - Dec 2019	2	09:30 AM - 06:00 PM	<ul style="list-style-type: none"> Support oceans conservation team's initiate to Work outdoor to conduct visitor behavior survey in different coastal sites Assist in outdoor activities (e.g. eco tour & ecological survey) coordination on weekends Data input and data analysis
PR	PR and Media	Kwai Hing	3	Journalism / Communications / Business / Translation	<ul style="list-style-type: none"> Good communication skills Attention to details Working under tight deadline Responsible and hard working Presentable and outgoing 	<ul style="list-style-type: none"> Proficient in written English and Chinese Must be able to speak fluent Cantonese. 	<ul style="list-style-type: none"> Good at Chinese typing Microsoft Word and PowerPoint 	N/A	Sep - Dec 2019	2-3	09:00 AM - 05:30 PM	<ul style="list-style-type: none"> Assist in media and PR work, e.g. translation, updating media database, co-ordinating information, research etc. Provide site to media events, e.g. press conference, media interviews etc. Provide administrative support to Media and PR Team e.g. filing records, archives, arrangement of meetings, market research etc
SHARKS&RAYS	Global Sharks & Rays Initiative	Kwai Hing	1	Science / Communications, Media, Journalism	<ul style="list-style-type: none"> Well organized Able to research topics related to shark conservation communications and prepare reports Good communicator 	Good spoken and written English	<ul style="list-style-type: none"> Microsoft Word, Excel and PowerPoint Google Calendar Google Documents Various social media channels 	An intern is required for a minimum duration of 2 months.	Sep - Dec 2019	2	09:30 AM - 06:00 PM	<p>An intern is required to support the WWF team (including Senior Communications Officer and Project Leader) working on global shark and ray conservation. The main responsibilities will be to:</p> <p>i) Undertake desktop research on specific topics related to shark and ray conservation communication, and write summary reports.</p> <p>ii) Provide administrative and organizational support to the team within Hong Kong. This might include helping to organize meetings, travel, conference calls etc.</p> <p>iii) Provide other ad-hoc support as required</p> <p>The successful applicant will receive training and gain excellent exposure to how global-scale conservation initiatives work and are communicated. Please note that no field work will be required for this position.</p>



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VE(CT)	Visitor Experience	Central	2	General	<ul style="list-style-type: none"> • Willing to learn • Work with other • Flexible • Passionate • Initiative 	Bilingual	Microsoft Words, Excel and PowerPoint	N/A	Sep - Dec 2019	2	10:00 AM - 06:00 PM	<ul style="list-style-type: none"> • Promote WWF sustainable products at panda shop • Promote WWF conservation programme • Inventory checking • Out-going - post office • Pop up store
VE(KH)	Visitor Experience	Kwai Hing	1	Management / Administration	<ul style="list-style-type: none"> • Self-motived • Well-organised 	Chinese and English	Microsoft Office and Excel	Working on Wednesday and Thursday is preferable	Sep - Dec 2019	1-2	09:30 AM - 05:30 PM	<ul style="list-style-type: none"> • Support Admin Manager to prepare SOP (Standard Operation Procedures) and videos • Support reception • Support administrative daily operation e.g. Franking, data consolidation, sourcing quotations • Inventory update
WILD	Wildlife Conservation	Kwai Hing	1	N/A	<ul style="list-style-type: none"> • Detailed-minded, positive, efficient and good team player • Pro-active and passionate about conservation work • A quick and keen learner • Can handle task independently after briefing 	Proficient in spoken and written English and Chinese	<ul style="list-style-type: none"> • Proficient in computer skills, including Microsoft Word, Excel and PowerPoint • Preferably with good data analysis skills 	N/A	Sep - Dec 2019	2	10:00 AM - 05:30 PM	<p>We are looking for passionate internships to assist with the Shark Fin Initiative, sustainable seafood and wildlife conservation programmes.</p> <p>Hong Kong people are living beyond the Earth's limits. We need 4.2 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"> • Conduct various researches so as to source relevant information or figures to facilitate the programmes • Assist with preparation work for and execution of events/activities if needed • Facilitate the team to do translations, editing or prepare presentation materials if needed • Follow up with stakeholders on pledging to say no to shark fin • Clerical support to the team • Other tasks assigned by supervisors