



WWF-HK Winter 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	
CCS1	Market Innovation: Corporate and Community Sustainability Team	Kwai Hing	5	N/A	- Good research and analytical skills - Good illustration skills (submission of portfolio required once you are invited to interview) - Good multimedia skills, photo and video editing - Knowledge and experience in environmental trends, affairs, event promotion/organisation, ESG (Environmental, Social and Governance) reporting (not a must)	Chinese and English	- Adobe Illustrator, Premiere Pro, After Effects (or equivalent) - Good Microsoft Excel skills	- Cheerful - Good communication skills - Students (including master students) with good research/reporting writing skills are welcomed	Jan - May 2019	2	10:00 AM - 05:00 PM	- Assist in carbon accounting and ESG (Environmental, Social and Governance) reporting research and data analysis for report writing - Assist in campaign and event coordination - Production of communication/multimedia materials
CCS2	Market Innovation: Corporate and Community Sustainability Team	Kwai Hing	4	Textile/ Fashion field preferred (not a must)	- Good research and analytical skills - Good illustration skills (submission of portfolio required once you are invited to interview) - Good multimedia skills, photo and video editing - Knowledge and experience in environmental trends, affairs, event promotion/organisation, ESG (Environmental, Social and Governance) reporting (not a must)	Chinese and English	- Adobe Illustrator, Premiere Pro, After Effects (or equivalent) - Good Microsoft Excel skills	- Cheerful - Good communication skills - Students (including master students) with good research/reporting writing skills are welcomed	Jan - May 2019	2	10:00 AM - 05:00 PM	- Review ESG (Environmental, Social and Governance) report of HK listed fashion company or their website to explore the situation on sustainability of company level and write a finding report - Research on the international legal requirement regulating clothing labels - Assist to implement survey and data analysis
Climate	Climate and Energy	Kwai Hing Central Tai Po	2	Policy, Environmental related	- Understand environmental issues especially climate change - Understand Sustainable Development Goals and therefore willing to make a positive change in the world - Keen to learn, self-driven and organized - Good communication and language skills - Able to use AI to design graphics such as posters, social media infographic - Able to work on own initiative and as a team player	English and Cantonese	- Microsoft office - Mac OS - AI	N/A	Jan - Jun 2019	2	10:00 AM - 05:30 PM	- Research on climate change related issues in areas including energy policy and circular economy - Creative communication strategies to increase awareness on climate change mitigation - Other administrative and logistic support (e.g. translation, making props)
Comms	General Communication	Kwai Hing	3	PR/ Journalism/ Communications/ Translation/ Language	- 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	Excellent command of both written and spoken English and Chinese	- Proficient Microsoft Word, Excel and PowerPoint - Photoshop or equivalent software will be a definite advantage	Knowledge of basic graphic design/ video editing/ publishing/ event management/ research is an advantage but not a must	Jan - Jun 2019	2-3	09:30 AM - 05:30 PM	- Prepare press materials, carrying out translation and copywriting of articles or columns - Assist in the execution of events and campaigns - Provide administrative and editorial support to the team - Assist in any ad hoc project and duties appointed by supervisors
CORP	Corporate Partnerships	Kwai Hing	3	Business, Communications, Social Science	- Good communication and interpersonal skill - Detail minded, positive, sociable, enthusiastic and motivated	English and Mandarin (optional)	- Microsoft Office - Photoshop (optional)	N/A	Jan - Jun 2019	2-3	10:00 AM - 05:30 PM	- 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	Communication	- Positive attitude and eager to learn - Passion about nature and design - Team Player	Chinese and English	- Photoshop - Illustrator - Indesign - Dreamweaver	N/A	Jan - Jun 2019	2-5	09:00 AM - 05:30 PM	- Graphic touch up and video editing - Assist design department for the design production
Footprint1	Footprint	Kwai Hing	2	N/A	- Detailed-minded - Positive - Efficient, good team player - Pro-active and passionate about conservation work	Proficient in spoken and written English and Chinese	- Good command of Microsoft Excel and PowerPoint - English and Chinese word processing	Working experience/ internship experience is preferable	Jan - Jun 2019	2	10:00 AM - 05:30 PM	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. Also, our team is developing a new project on palm oil, internships are required to provide support on it. The tasks of the successful candidate are as below: - Conduct surveys to understand the sustainability of seafood or/and palm oil products sold at selected catering sectors and retail outlets - Research sustainable seafood or/and palm oil materials and trade data if needed - Assist with preparation work and execution of media or promotional event if needed - Undertake market surveys for sustainable seafood or/and palm oil campaign - Translate, proof-read or prepare articles or related materials to facilitate the programme - Design and monitoring the production of materials related to seafood or/and palm oil campaign - Clerical support to oceans sustainability team - Data entry



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Footprint2	Footprint	Kwai Hing	2	N/A	<ul style="list-style-type: none"> - Positive - Detailed-minded - Efficient and good team player - Passionate about conservation work 	Proficient in spoken and written English and Chinese	<ul style="list-style-type: none"> - Good command of Microsoft Excel and PowerPoint - English and Chinese word processing 	Working experience/ internship experience is preferable	Jan - Jun 2019	1.5	09:30 AM - 05:30 PM	<p>The Footprint team is looking for passionate internships to assist with the Shark Fin Initiative, ecological footprint 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"> - 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 footprint team - Other tasks assigned by supervisors
EW	Environmental Watchdog	Kwai Hing	1	Ecology	<ul style="list-style-type: none"> - Organized, self-motivated and detailed-minded - Hands-on and able to conduct desktop research in the population trend of wildlife in Hong Kong, including terrestrial mammals, reptiles, amphibians, butterflies, dragonflies and freshwater fishes. 	Proficient in written and spoken Chinese and English	Proficient in Microsoft Excel and PowerPoint	N/A	Jan - May 2019	2	10:00 AM - 05:30 PM	<p>The Environmental Watchdog team is looking for passionate internship to assist with a research in the Living Planet Index of Hong Kong.</p> <p>The intern will mainly be involved the following tasks:</p> <ul style="list-style-type: none"> - Conduct desktop research in the population trend of wildlife in Hong Kong from literature and reports. Taxa groups include terrestrial mammals, reptiles, amphibians, butterflies, dragonflies and freshwater fishes - Input and analyse population data obtained from the desktop research into Microsoft Excel - Other tasks assigned by supervisors
FIN	Finance	Kwai Hing	1	Accounting	Willing to learn	English and Cantonese	Microsoft Excel and Word	N/A	Jan - Jun 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
FSC	Forest Stewardship Council	Central	1	Marketing, Business Administration, Environmental Science	<ul style="list-style-type: none"> - Passionate about good forestry and environmentally friendly products - Understands and can maintain confidentiality - Support office works in promoting FSC (Forest Stewardship Council) - Good administration skills - Managing the business expenses - Interested in event organising - Support in Customer Relationship Management 	<ul style="list-style-type: none"> - English and Chinese - Other Asian languages, e.g. Korean (would be a plus) 	Excellent in Microsoft Office Word, Excel, PowerPoint and Salesforce	<ul style="list-style-type: none"> - Strong self-discipline; - Organisational ability - Displays good attention to detail - Basic accounting/finance - Reliable and naturally on time - Good written English and Chinese skills 	Jan - Jun 2019	2-3	10:30 AM - 05:30 PM	<ul style="list-style-type: none"> - Support office works in promoting FSC (Forest Stewardship Council), e.g. preparing PowerPoint presentation for education purposes - Managing the business expenses - Support in event organising - Support in Customer Relationship Management by entering business contact info into Salesforce
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	Jan - Jun 2019	1-2	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
ICT	Information Communication Team	Kwai Hing	2	Computing / IT	<ul style="list-style-type: none"> - Willing to test and research IT technology - Self-motivated and analytical - Interested in PC, server and other tools - 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 - Knowledge of SQL and IT tools 	N/A	Dec 2018 / Jan 2019 - May 2019	2 (full day or half day)	09:30 AM - 05:30 PM	<ul style="list-style-type: none"> - Provide end user support including Mac, Window, 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
MKT	Digital Marketing and Media	Kwai Hing	3	Marketing / Communication	<ul style="list-style-type: none"> - Creativity - Planning - Communication - Attention to details 	Chinese and English	<ul style="list-style-type: none"> - Microsoft Word, Excel, PowerPoint - Knowledge of Photoshop and video editing is an advantage 	N/A	Jan - Apr 2019	2-5	10:00 AM - 05:30 PM	<ul style="list-style-type: none"> - Assist the content development of different marketing platforms including both online & offline ones - Develop marketing proposal for partners - Develop campaign reports



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OC	Ocean Conservation Team	Kwai Hing	1	Ecology / Biology / Science / Social Science	<ul style="list-style-type: none"> - Good interpersonal and communication skills - Hands-on and able to follow through projects or tasks - Detailed-minded with critical thinking skills suited for research and problem-solving - Physically fit for mild outdoor activities 	Good command of written and spoken Chinese and English, Mandarin is a plus	<ul style="list-style-type: none"> - Proficient in Microsoft Office applications (e.g. Excel, PowerPoint, Word) - Knowledge in Photoshop/ AI/ Illustrator preferred but not required 	N/A	Jan - Jun 2019	2	10:30 AM - 05:30 PM	<ul style="list-style-type: none"> - Assist in projects aimed at tackling marine litter: specifically on engaging with various community groups; and development of new technological solutions - Assist in engagement workshops/ meetings and conferences - Communicate and follow up with stakeholders - Conduct research, data analysis, report writing and/or info-graph compilation - Aid in site visits and on-site trial runs/ experiments of projects - Help with coastal clean-up activities - May need to work on weekends
OC2	Ocean Conservation Team	Kwai Hing	3	Ecology & Biology/ Environmental-related	<ul style="list-style-type: none"> - Positive and passionate about conservation work - Organized and self-motivated - Hands-on and able to follow through projects or tasks - Good interpersonal and communication skills - Good command of written and spoken Chinese and English - Physically fit for mild outdoor activities 	Chinese and English	<ul style="list-style-type: none"> - Proficient in Microsoft Excel - Preferably with good data analysis skills 	N/A	Jan - May / Jun 2019	1-3	09:30 AM - 05:30 PM	<ul style="list-style-type: none"> - Assist in literature review, desktop research and interviews to unveil the beauty of our 'past' by documenting the changes in the marine biodiversity over decades to indicate the degradation of marine environment - Assist in project aimed at encouraging the sustainable use of marine resources: specifically on understanding the population of clam species and the environmental awareness studies - Conduct research on marine traffic data analysis, questionnaire, desktop review and report writing - Assist in other duties related to marine conservation - May need to work and conduct field surveys on weekends (TBC)
VE (CT)	Visitor Experience	Central	1	General	<ul style="list-style-type: none"> - Friendly - Talkative - Initiative - Outgoing 	Cantonese, English & Mandarin	Microsoft Excel, Word, PowerPoint	N/A	Dec 2018 / Jan 2019 - Jun 2019	2-3	10:00 AM - 05:30 PM	<ul style="list-style-type: none"> - Pop up store - Outside work - Promote center activities and souvenir
VE (HHW)	Visitor Experience	Hoi Ha Wan	2	Event, Tourism, Science	<ul style="list-style-type: none"> - Good communication skills - Physically fit for outdoor work 	English and Chinese	Microsoft Word, Excel and PowerPoint	N/A	Jan - Jun 2019	2	09:00 AM - 05:30 PM	<ul style="list-style-type: none"> - Assist in Corporate, Community programme and GBB (glass bottom boat) public tours - Assist in HHW (Ho Ha Wai) engagement day - Assist in souvenir shop sales
VE (KH)	Visitor Experience	Kwai Hing	1	Management/ Administration	<ul style="list-style-type: none"> - Self-motivated - Well-organised 	Chinese and English	Microsoft Office and Excel	Working on Wednesday or Thursday is preferable	Jan - Jun 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 admin daily operation e.g. Franking, data consolidation, sourcing quotations. - Inventory update