



WWF Summer Internship 2017 (It is an unpaid internship)

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				Major Study Preferred	Attributes & Competencies	Language Skills	Computer Skills	Others	Working Period	Days per week	Working Hour		
Climate 1	Climate Team	Kwai Hing	1	Engineering	- Practical knowledge in energy systems particularly renewables, energy efficiency, energy intensity and carbon emission - Skills in doing surveys, data collection and analyzing on trend data - Independent and easygoing personality	Good command of both written and spoken English and Chinese	Sound and practical knowledge in computer programs, excel and analyzing data	Occasionally working outdoor is required		Jun - Aug 2017	2 days or more	10am - 6pm	Interns will work with WWF Climate team in carrying out energy surveys and site inspections. To get familiar with the project, background research and several outdoor field visits and/or family visits are essential. Interns are required to collaborate together, in line with the project's objectives, developing research methodology in measuring field data, analyzing energy efficiency and performing calculations on solar panel systems and commercial energy systems. It would be particularly essential for students to relate energy consumption and renewable energy with the impacts on climate issues.
Climate 2	Climate Team	Kwai Hing	1	Engineering	- Experience in designing and building installations or demonstrations - knowledge in drawing or design software - Independent, can do attitude and easygoing personality	Good command of both written and spoken English and Chinese	Sound and practical knowledge in computer programs, excel and analyzing data	Working outdoor is required		Jun - Aug 2017	2 days or more	10 am - 6 pm	Working with WWF Climate team and production house, you are required to think outside the box in designing and building an interactive and creative public engagement installation, under the theme of solar energy or renewable energy, for a series of public engagement events to draw public attention and promote the idea of supporting renewable energy in our daily life. Besides, you are required to carry out surveys and site inspections. To get familiar with the project, background research and several outdoor field visits and/or family visits are essential. Interns are required to collaborate together, in line with the project's objectives, developing research methodology in collecting and analyzing site data on energy. A strong interest in changing general public perception or behavior for tackling climate change would be beneficial.
Climate 3	Climate Team	Kwai Hing	1	Business /Marketing /Social Research	Knowledge and Skill Requirements: 1. Currently enrolled in relevant degree or have equivalent relevant experience 2. Demonstrate excellent writing and analytical skills. 3. Have a high level of computer literacy. 4. Have advanced quantitative skills, including knowledge of statistical programmes. 5. Have strong organizational skills and attention to detail required. 6. Have an ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired. 7. Demonstrate an understanding of disclosure issues of non-financial information /environmental performance by listed companies. 8. Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet M&E needs.	English and Chinese	N/A	N/A		Jun - Aug 2017	2 - 3 days	9:30am - 5:30pm	HKEX has upgraded the listing rule and required listed companies to disclose their environmental performance. M&E intern will provide assistance to the programme staff in developing performance monitoring plans and results frameworks, creating M&E system, processes and tools, contributing to measuring, analyzing, and reporting results. Responsibilities include, but are not limited to: - Support programme staff in setting up systems for programme M&E, including desktop research and literature review; - Assist with the design and development of forms and questionnaires for data collection and analysis; - Contribute to data analysis; - Assist with research and report writing or editing; - Assist with data management, cleaning, and quality control; - Present finding to other members of the team and management; and - Support the team through various administrative duties.
Climate 4	Climate Team	Kwai Hing	1	N/A	Good communication skill	Cantonese, English	MS word, Excel	N/A		Jun - Aug 2017	2 days or more	10am - 5pm	- Desktop search for potential companies to join the WWF's Low Carbon Manufacturing Programme (LCMP). - Contact potential companies to promote LCMP - Prepare materials to promote LCMP - Assist to test the LCMP carbon accounting software - Assist to conduct seminar and workshop (LCMP is a programme to help factories to reduce carbon emissions. For the LCMP details, please visit: wwf.org.hk/lcmp)



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Climate 5	Climate Team	Kwai Hing	2	Environmental Science / Business / Marketing / Language	Good communication skill, creative, copywriting skill	English and Chinese	MS office, Chinese and English word processing. Knowledge of photo and video editing software will be an advantage.	N/A	Jun - Aug 2017	2 days or more	10am - 6pm	<ul style="list-style-type: none"> • Assist in Low-carbon Office Operation Programme (LOOP) • Assist in handling 3rd party verification matters for Low-carbon Office Operation Programme (LOOP) such as liaising with LOOP members • May have chance to visit LOOP offices and participate in LOOP verification • Maintain LOOP website updates • Assist in upcoming activities and events (e.g. Office tour, seminars, workshops) • Prepare marketing and promotional materials for social media channels such as Facebook and Twitter • Assist in conducting desktop research and data analysis • Ad-hoc duty to support climateteam
Cons 1	Conservation	Kwai Hing	2	Environmental / Law	NA	Proficient in writing Chinese	Basic	N/A	May/Jun - Aug/Sep 2017	2 days	10am - 5pm	<ul style="list-style-type: none"> - Research on wildlife trade related issues (related to ivory ban legislation in Hong Kong, wildlife crime penalties, or demand on wildlife products) - Creative communications strategies to increase awareness on saving elephants and other wildlife - other administrative and logistics support (e.g. translation, making props)
Corp 1	Corporate Team	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)	N/A	Jun - Aug 2017	1.5 - 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)
IT 1	IT & Digital Services Team	Kwai Hing	1	N/A	N/A	N/A	Adobe Creative Suite (InDesign, Photoshop, Illustrator and Dreamweaver)	N/A	Jun - Aug 2017	2 - 3 days	9am - 6pm	Work closely with the digital services team and assist to create digital products such as images and video for social media channels.
Edu 1	Education Team	Kwai Hing	2	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	N/A	Jun - Aug 2017	5 days	9:30am - 5:30pm	<ul style="list-style-type: none"> - Provide preparation and on-site support in various education projects. - 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. <p>Additional remarks:</p> <ul style="list-style-type: none"> - Base office of the candidate will be at Kwai Hing, while work location will be flexible which include Mai Po, Hoi Ha Wan, Island House, schools and other outdoor environment - Candidate may be required to work on weekends to support programme delivery
Edu 2 - Summer School Leader	Education Team	Depends on the location of the activities	4	N/A	<ul style="list-style-type: none"> - Proactive, good communication skill, good team player - Passionate about nature, strong sense on environmental education - Willing and physically fit to work at outdoor environment and under adverse weather - Experience on interacting with aged 6-12 children would be an advantage 	<ul style="list-style-type: none"> - Fluent Cantonese - Good command of both written and spoken English and Chinese. 	Proficient in Microsoft Word, Excel and PowerPoint	Skill of swimming and first aid would be of added benefits	Jul- Aug 2017	4 days	9am - 5:30pm	<ul style="list-style-type: none"> - Responsible for delivering activities for environmental education day camps or overnight camps in WWF outdoor learning platform, such as Mai Po Nature Reserve, Hoi Ha Marine Life Centre or Island House Conservation Studies Centre - Provide preparation and on-site support in day camps or overnight camps <p>Additional remarks:</p> <ul style="list-style-type: none"> - Successful candidates would need to on duty only during training days and activity days. The total working days within the stated internship period are around 15 to 20 days. The exact schedule will be communicated with candidates when appointment of internship is confirmed.



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Finance 1	Finance Team	Kwai Hing	1	N/A	Willing to learn	Both Cantonese and English	Excel and Word	N/A	Jun - Aug 2017	3 days	9am - 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	Footprint Team	Kwai Hing	1	N/A	Detailed-minded, positive, efficient, good team player, passionate about conservation work, pro-active 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/ design skill is preferable	May/ Jun - Aug 2017	1 - 2 days	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:</p> <ul style="list-style-type: none"> - Conduct survey to understand the sustainability of seafood products sold at selected catering sectors and retail outlets - Research sustainable seafood materials and trade data if needed - Assist with preparation work for and execution of media or promotional event if needed - Undertake market survey(s) for sustainable seafood campaign - Translate, proof-read or prepare articles or related materials to facilitate the programme - Design and monitoring the production of materials related to seafood campaign - Clerical support to footprint team - Work with volunteers and internships for various campaigns in footprint team
Footprint 2	Footprint Team	Kwai Hing	2	N/A	Positive, Detailed-minded, 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	May/ Jun - Aug 2017	1- 2 days	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 3.9 Earths to fulfill our resource needs.</p> <p>In addition, being an important trading hub for wildlife product, every conservation move taken by Hong Kong people will have global conservation impact.</p> <p>WWF-Hong Kong has been working on key areas to reduce Ecological footprint. Apart from "Ecological Footprint Initiative," "Shark Fin initiative" is one of the highlight programmes in Footprint team.</p> <p>The Footprint Team is looking for passionate internships to assist with the "Shark Fin initiative" (mainly) and "Ecological Footprint Initiative,"</p> <ul style="list-style-type: none"> - Conduct various researches so as to source relevant information or figures to facilitate the programmes - Send letters to corporations and invite them to set up sustainable seafood dining policy and no shark fin policy. - 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 - Office support and administration duties. - Work with volunteers and internships for various campaigns in footprint team
FE 1	Fundraising Events Team	Kwai Hing	2	Event Management	with flexibility and willing to learn	English, Cantonese	Adobe Photoshop, Adobe Illustrator, or Adobe Indesign is preferred	N/A	Jun - Aug 2017	1 - 2 days	10am - 5:30pm	<ul style="list-style-type: none"> - Event materials preparation and design - Sending out Event information to our donors and supporters - Contacting our donors and supporters to sign up for the race - Administration works and other ad hoc tasks



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GComms 1	General Communications Team	Kwai Hing	2	N/A	N/A	English & Chinese	N/A	N/A	Jun - Aug 2017	2 days	9:30am - 5:30pm	1. Writing Columns 2. Translate different kind of WWF publications(E.g. International conservation news, CEO updates, About Life magazines) 3. Editing work from different departments(E.g. Animal Updates, eDM) 4. Others appointed by reporting officers
HR 1	Human Resources Team	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	N/A	Jun - Aug 2017	3 days or more	9:30 am - 5:30 pm	-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
IG 1	Individual Giving Team	Kwai Hing	2	Language or translation	detail-minded, highly organized	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	Background in Translation/Marketing/Communications is preferable	Jun - Aug 2017	2 days	10am - 6pm	- 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
MP 1	Mai Po Team	Mai Po	2	Ecology/Environmental Science/Life Science/ Biology/ Applied Biology/ Zoology/Geography	Physically fit for field work in adverse weather conditions	Fluent in Cantonese/English	Familiar with Microsoft Word, Excel and Powerpoint	Cycling and knowledges in identifying fauna will be an advantage.	Jun - Aug 2017	2 - 3days	9am - 5pm (Normal Working Hours, early morning and night duty may required upon request)	1) Assist the field work and lab process of the routine ecological monitoring work at Mai Po 2) Help conducting supplementary ecological surveys 3) Help with the equipment maintenance and storage work 4) Support the data entry and simple analysis work 5) Assist the habitat management field work at Mai Po
Marine 1	Marine Team	Kwai Hing	2	Science (Environmental science/ Biology)	- Have knowledge on environmental issues; ability to conduct data analysis; experience in community services and community engagement.	Good writing skills in Chinese and English	Microsoft word/ excel/ powerpoint (Photoshop - optional)	N/A	Jun - Aug 2017	1 - 2 days	9:30am - 5:30pm	In spite of supporting relatively high biodiversity, the problems our seas facing have been exacerbated by reclamation, pollution, dredging, dumping and overfishing. To safeguard the future of marine life and restore the fisheries resources in Hong Kong, WWF implemented various marine conservation projects. The student would assist in marine conservation projects, including desktop review, community engagement, data analysis and field surveys (TBC). Besides, the student will also assist in research on management plans of potential marine protected areas in Hong Kong, or other duties related to marine conservation.
Marine 2	Marine Team	Kwai Hing	1	Environmental/ Ecology/ Geography/ Social Science	- Good interpersonal and communication Skills - Organized and self-motivated - Hands-on and able to follow through projects or tasks - Basic graphic design skill is preferred but not a must - Good command of written and spoken Chinese and English - physically fit for mild outdoor activities	Chinese, English	Proficient in Microsoft Office application and preferably with practical knowledge in simple graphic design software	N/A	Jun - Aug 2017	3 days	9:30am - 5:30pm	- Assist in projects aimed at tackling Marine litter, specifically on engaging the fisheries industry and Marine recreational businesses - Assist in engagement workshops, educational seminars and conferences - Conduct simple Research, data analysis, report writing and/or infographic compilation - Communicate and follow up with stakeholders - Aid in site visits and on-site trial runs of project - Help with coastal clean-up activities - May need to work on weekends



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Marine 3	Marine Team	Kwai Hing	1	Life Sciences / Geography	-Have Experience in conducting field surveys -can perform Basic statistical analysis -Understanding Marine ecology and environmental problem of Hong Kong is an advantage	Fluent Chinese and English	Word, Powerpoint, Excel	Physically fit for outdoor works	Jun - Aug 2017	3 days	10am - 6pm	-data input and Basic statistical analysis on results -Desktop survey on Marine litter problem in Hong Kong -Assist in conducting coastal cleanup and surveys -Logistic support in campaigns, ceremonies and events -Assist in other daily operations of the project as well as other related projects -May need to work during weekends
PComms	Programme Communications Team	Kwai Hing	2 (or 1 if the applicant can work 5 days per week)	Communications/ Journalism/ Translation/ Language/ Marketing	Copy-writing, translation, basic computer skills	Traditional Chinese and English	MS office, Chinese and English word processing. Photography/videography skill is an advantage.	Knowledge of photo and video editing softwares will be an advantage. Work outside working hours and/or on weekends may be required.	Jun - Aug 2017	2 days or more	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
SC 1	Supporter Care Team	Kwai Hing	1	N/A	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 by phone / email	Jun - Aug 2017	1 day	10am - 5pm	<ul style="list-style-type: none"> Following up with donors on their information update by phone or email Managing donor database Fulfilment handling, including preparation of and mailing of donors' letters by mail or e-mail General administrative work, e.g. filing and returned mail updating
Traffic 1	Traffic East Asia	Central	1	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	MS Office, in particular excel	N/A	Jun - Aug 2017	3 days	9am - 6pm	<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
VECT 1	Visitor Experience Team	Central	1	N/A	N/A	N/A	N/A	N/A	Jun - Aug 2017	1 - 3 days	10am - 7pm / Half day	<ul style="list-style-type: none"> Introduce the eco products to walk in client Inventory check Help to Handling mail order / online shop order Charity Sales help if needs



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VEKH 1	Visitor Experience Team	Kwai Hing	2	Business Admin	Good telephone manner	Chinese and English	MS office	N/A	Jun - Aug 2017	2 days	9:30am - 6pm	Major duties to help Admin Team: <ul style="list-style-type: none"> To man 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 power points and update tables/lists/floor plans/signs/ And other general admin tasks
VEMP 1	Visitor Experience Team	Mai Po	1	N/A	Able to work independently	Written Chinese and English: Good	Microsoft Office	N/A	May - Aug 2017	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; - Assist to compile visitor and tour statistics; - Assist to handle visitor questionnaire - Digitize document, photos and filing, categorizing - Review forms and notice - Process the permit application
WWF International 1	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	Knowledge of Google calendar, Google docs	Jun - Aug 2017	2 days	9:30am - 6pm	An intern is required to support the WWF global leader on shark and ray conservation. The main responsibilities will be to: <ol style="list-style-type: none"> Undertake desktop research on specific topics related to the conservation and sustainable use of sharks and rays, and write summary reports. Provide administrative and organizational support to the leader within Hong Kong. This will include helping to organize meetings, travel, conference calls etc. Provide other support as required 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, as that is not undertaken within HK.