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<th>Role</th>
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<th>Working Hour</th>
<th>Working Period</th>
<th>Days per week</th>
<th>Other</th>
<th>Language Skills</th>
<th>Computer Skills</th>
<th>Major Study Preferred</th>
<th>Other</th>
<th>Requirements</th>
<th>Attributes &amp; Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Corporate and Community Sustainability</td>
<td>Kwai Ping</td>
<td>09:30 AM - 05:30 PM</td>
<td>Jan - May 2020</td>
<td>5</td>
<td></td>
<td>Cantonese</td>
<td>Microsoft Word, Indesign, Illustrator</td>
<td>Computer Science, Engineering, Environmental Engineering and Environmental Science</td>
<td>Confident and highly motivated, Good team player and able to work independently, Positive attitude</td>
<td>Creativity, Computer Skills, Familiar in building energy efficiency management software (e.g., EnergyPlus)</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Conservation Policy</td>
<td>Kwai Ping</td>
<td>10:00 AM - 05:00 PM</td>
<td>Jan - Jun 2020</td>
<td>4</td>
<td></td>
<td>English</td>
<td>Microsoft Word, Excel</td>
<td>Computer Science, Management, International Studies, Environmental Studies</td>
<td>Familiarity with Microsoft Office suite, Good communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills</td>
<td>Knowledge in environmental matters, but not essential, Familiarity with government policies and up-to-date sense on social affairs; Proficiency in building energy efficiency management software (e.g., EnergyPlus)</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Corporate Partnerships</td>
<td>Kwai Ping</td>
<td>08:30 AM - 05:30 PM</td>
<td>Jan - May 2019</td>
<td>4</td>
<td></td>
<td>English</td>
<td>Microsoft Office, Indesign (optional)</td>
<td>Computer Science, Design, Architecture</td>
<td>Familiarity with EnergyPlus, Familiarity with Adobe Creative Suite, Familiarity with Social media management, Proficiency in the Chinese language</td>
<td>Communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Natural Resource Policy</td>
<td>Kwai Ping</td>
<td>09:00 AM - 05:00 PM</td>
<td>Jan - May 2019</td>
<td>4</td>
<td></td>
<td>English</td>
<td>Microsoft Office, Indesign (optional)</td>
<td>Computer Science, Design, Architecture</td>
<td>Familiarity with EnergyPlus, Familiarity with Adobe Creative Suite, Familiarity with Social media management, Proficiency in the Chinese language</td>
<td>Communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills</td>
<td></td>
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**Ref No.**

**Role**

**Major Work/Location**

**Working Hour**

**Working Period**

**Days per week**

**Other**

**Language Skills**

**Computer Skills**

**Major Study Preferred**

**Requirements**

**Attributes & Competencies**

---

**Role A, B:**

- Familiar with Microsoft Office suite, Good communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills

**Role C:**

- Familiarity with Microsoft Office suite, Good communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills

---

**Language Skills**

- Cantonese
- English
- Chinese
- Chinese and English
- English, Chinese
- Cantonese and English

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**Computer Skills**

- Microsoft Word, Indesign, Illustrator
- Microsoft Word, Excel
- Microsoft Office, Indesign (optional)
- Adobe Creative Suite, Familiarity with EnergyPlus, Familiarity with Social media management, Proficiency in the Chinese language
- Microsoft Office, Indesign, Illustrator
- Familiarity with Microsoft Office suite, Good communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills

---

**Major Study Preferred**

- Computer Science, Engineering, Environmental Engineering and Environmental Science
- Computer Science, Management, International Studies, Environmental Studies
- Computer Science, Design, Architecture
- Computer Science, Design, Architecture
- Computer Science, Design, Architecture
- Computer Science, Design, Architecture

---

**Requirements**

- Confident and highly motivated, Good team player and able to work independently, Positive attitude
- Familiarity with Microsoft Office suite, Good communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills
- Familiarity with EnergyPlus, Familiarity with Adobe Creative Suite, Familiarity with Social media management, Proficiency in the Chinese language
- Familiarity with EnergyPlus, Familiarity with Adobe Creative Suite, Familiarity with Social media management, Proficiency in the Chinese language
- Familiarity with Microsoft Office suite, Good communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills

---

**Attributes & Competencies**

- Creativity, Computer Skills, Familiar in building energy efficiency management software (e.g., EnergyPlus)
- Knowledge in environmental matters, but not essential, Familiarity with government policies and up-to-date sense on social affairs; Proficiency in building energy efficiency management software (e.g., EnergyPlus)
- Communication skills, including writing and presentation; Ability to work in a team; Familiarity with computer programming skills
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<th>Requirements</th>
<th>Working Schedule</th>
<th>Working Period</th>
<th>Language Skills</th>
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<th>Other</th>
<th>Computer Skills</th>
<th>Others</th>
<th>Application Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>88</td>
<td>HR Intern</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Human Resources Management/ Business Administration</td>
<td>• Assist in content creation for social media platforms</td>
<td>10:00 AM - 05:00 PM</td>
<td>Cantonese and English</td>
<td>• Outstanding interpersonal and communication skills</td>
<td>N/A</td>
<td>Knowledge of Microsoft Office, Adobe Photoshop</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>89</td>
<td>ICT-APPS</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Optimization and Development Technology/ Operations Management/ IT Applications</td>
<td>• Provide research and comparison of applications</td>
<td>09:30 AM - 06:00 PM</td>
<td>Cantonese and English</td>
<td>• Knowledge of SQL and programming (PHP, Java, SQL, PHP)</td>
<td>N/A</td>
<td>Knowledge of SQL and IT technology</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>90</td>
<td>ICT-APPS</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Computer Science / IT</td>
<td>• Support the work of marine litter team, which currently focusing on two major projects: ghost gear project and Chinese and English</td>
<td>09:30 AM - 05:30 PM</td>
<td>Cantonese and English</td>
<td>• Outstanding interpersonal and communication skills</td>
<td>N/A</td>
<td>Knowledge of website technology</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>91</td>
<td>ICT-APPS</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Computer Science / IT</td>
<td>• Provide end user support including Mac, Window and basic documentation for user</td>
<td>09:00 AM - 06:00 PM</td>
<td>Cantonese and English</td>
<td>• Good research skills</td>
<td>N/A</td>
<td>Knowledge of website technology</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>92</td>
<td>ICT-APPS</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Computer Science / IT</td>
<td>• Provide general administrative support in HK office</td>
<td>08:00 AM - 05:00 PM</td>
<td>Cantonese and English</td>
<td>• Good command of both written and spoken English and Chinese</td>
<td>N/A</td>
<td>Knowledge of website technology</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>93</td>
<td>ICT-APPS</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Computer Science / IT</td>
<td>• Assist in the coordination of recruitment activities, e.g. arranging recruitment interviews, writing job postings and training new members</td>
<td>08:00 AM - 06:00 PM</td>
<td>Cantonese and English</td>
<td>• Outstanding interpersonal and communication skills</td>
<td>N/A</td>
<td>Knowledge of website technology</td>
<td>N/A</td>
<td>N/A</td>
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<th>Computer Skills</th>
<th>Others</th>
<th>Working Schedule</th>
<th>Working Hours</th>
<th>Ongoing Activities</th>
</tr>
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<tbody>
<tr>
<td>2019.1</td>
<td>Marine Conservation (MPA/Dolphin and Porpoise)</td>
<td>Kwai Hing</td>
<td>1</td>
<td>Biology and Design, Biology, Environmental Science, Marine Biology, Design, Zoology, Geography, Social Science</td>
<td>Biology and Design, Environmental Science</td>
<td>Computer literate about conservation work, proficiency in both written and oral communication skills, problem-solving and critical thinking skills, proficient with basic knowledge of Excel and Word, proficiency with knowledge of Photoshop and Indesign, good research skills, in particular the ability to conduct literature review, physically fit for fieldwork activities.</td>
<td>Fluent in both written and oral English</td>
<td>Microsoft Office package, especially Excel and Word, a plus</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 05:00 PM</td>
<td>10:00 AM - 05:00 PM</td>
<td>Support the Marine Protected Area and Cetacean team's initiative to develop Marbled Dolphin and Finless Porpoise Action Plan, and formulate conservation measures mitigating threats to local populations</td>
</tr>
<tr>
<td>2019.2</td>
<td>Marine Conservation - Shark</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Biology, Environmental Science, Life Science, Biology, Applied Biology</td>
<td>Biology, Environmental Science, English</td>
<td>Proficient in both written and oral English</td>
<td>Fluent in written Chinese and English</td>
<td>Microsoft Office package, especially Excel and Word, a plus</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 05:30 PM</td>
<td>10:00 AM - 06:00 PM</td>
<td>Assist in shark and ray conservation and research, assist Marine Protected Area management, and conservation measures mitigating threats to local populations</td>
</tr>
<tr>
<td>2019.3</td>
<td>Marine Conservation - Coral</td>
<td>Kwai Hing</td>
<td>3</td>
<td>Biology, Marine Biology, Conservation Biology</td>
<td>Biology, Conservation Biology</td>
<td>Computer literate about conservation work, proficiency in both written and oral communication skills, problem-solving and critical thinking skills, proficient with basic knowledge of Excel and Word, proficiency with knowledge of Photoshop and Indesign, good research skills, in particular the ability to conduct literature review, physically fit for fieldwork activities.</td>
<td>Fluent in both written and oral English</td>
<td>Microsoft Office package, especially Excel and Word, a plus</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 07:00 PM</td>
<td>10:00 AM - 06:00 PM</td>
<td>Assist the Marine Conservation team to conduct coral reef conservation and research through fieldwork, lab work, data analysis and report writing.</td>
</tr>
<tr>
<td>2019.4</td>
<td>Media &amp; Communications</td>
<td>Kwai Hing</td>
<td>4</td>
<td>Journalism, Communications, Fine Art, Digital Design, Graphic Design, Multimedia Design, Visual Communications, Animation</td>
<td>Communications, Journalism, Fine Art, Digital Design, Illustrator, etc.)</td>
<td>Proficient in written Chinese and English</td>
<td>Microsoft Word, Excel, PowerPoint, graphics software (Adobe Photoshop, Illustrator, InDesign, Powerpoint)</td>
<td>Proficient in written Chinese and English</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 06:00 PM</td>
<td>10:00 AM - 06:00 PM</td>
<td>Assist in project planning and development, including web page creation, social media content creation, and report writing.</td>
</tr>
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</thead>
<tbody>
<tr>
<td>2019.5</td>
<td>Marine Conservation (MPA/Dolphin and Porpoise)</td>
<td>Kwai Hing</td>
<td>1</td>
<td>Biology and Design, Biology, Environmental Science, Marine Biology, Design, Zoology, Geography, Social Science</td>
<td>Biology and Design, Environmental Science</td>
<td>Computer literate about conservation work, proficiency in both written and oral communication skills, problem-solving and critical thinking skills, proficient with basic knowledge of Excel and Word, proficiency with knowledge of Photoshop and Indesign, good research skills, in particular the ability to conduct literature review, physically fit for fieldwork activities.</td>
<td>Fluent in both written and oral English</td>
<td>Microsoft Office package, especially Excel and Word, a plus</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 05:00 PM</td>
<td>10:00 AM - 05:00 PM</td>
<td>Support the Marine Protected Area and Cetacean team's initiative to develop Marbled Dolphin and Finless Porpoise Action Plan, and formulate conservation measures mitigating threats to local populations</td>
</tr>
<tr>
<td>2019.6</td>
<td>Marine Conservation - Shark</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Biology, Environmental Science, Life Science, Biology, Applied Biology</td>
<td>Biology, Environmental Science, English</td>
<td>Proficient in both written and oral English</td>
<td>Fluent in written Chinese and English</td>
<td>Microsoft Office package, especially Excel and Word, a plus</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 05:30 PM</td>
<td>10:00 AM - 06:00 PM</td>
<td>Assist in shark and ray conservation and research, assist Marine Protected Area management, and conservation measures mitigating threats to local populations</td>
</tr>
<tr>
<td>2019.7</td>
<td>Marine Conservation - Coral</td>
<td>Kwai Hing</td>
<td>3</td>
<td>Biology, Marine Biology, Conservation Biology</td>
<td>Biology, Conservation Biology</td>
<td>Computer literate about conservation work, proficiency in both written and oral communication skills, problem-solving and critical thinking skills, proficient with basic knowledge of Excel and Word, proficiency with knowledge of Photoshop and Indesign, good research skills, in particular the ability to conduct literature review, physically fit for fieldwork activities.</td>
<td>Fluent in both written and oral English</td>
<td>Microsoft Office package, especially Excel and Word, a plus</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 07:00 PM</td>
<td>10:00 AM - 06:00 PM</td>
<td>Assist the Marine Conservation team to conduct coral reef conservation and research through fieldwork, lab work, data analysis and report writing.</td>
</tr>
<tr>
<td>2019.8</td>
<td>Media &amp; Communications</td>
<td>Kwai Hing</td>
<td>4</td>
<td>Journalism, Communications, Fine Art, Digital Design, Graphic Design, Multimedia Design, Visual Communications, Animation</td>
<td>Communications, Journalism, Fine Art, Digital Design, Illustrator, etc.)</td>
<td>Proficient in written Chinese and English</td>
<td>Microsoft Word, Excel, PowerPoint, graphics software (Adobe Photoshop, Illustrator, InDesign, Powerpoint)</td>
<td>Proficient in written Chinese and English</td>
<td>Good interpersonal and communication skills, including writing, presentation, data analysis skills</td>
<td>10:00 AM - 06:00 PM</td>
<td>10:00 AM - 06:00 PM</td>
<td>Assist in project planning and development, including web page creation, social media content creation, and report writing.</td>
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### Social Media and Graphic Design Coordinator

**Location:** Kwai Hing

**Language Skills:** Proficient in spoken and written English and Chinese

**Computer Skills:** Proficient in Microsoft Excel

**Working Period:** Jan - May 2020

**Working Hours:** 10:00 AM - 05:30 PM

**Main Work:**
- 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
- Other tasks assigned by supervisor

### Visitor Experience (Admin)

**Location:** Kwai Hing

**Main Work:**
- 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

### Wildlife Conservation

**Location:** Kwai Hing

**Main Work:**
- 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
- Other tasks assigned by supervisor

---

**Ref No.** | **Team** | **Main Work** | **Location** | **No. of Intern required** | **Requirements** | **Working Period** | **Working Hours** | **Working Schedule** | **Job Responsibilities**
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
VE(KH) | Visitor Experience | Visitor Experience | Kwai Hing | 1 | Management / Administration & Communications | Mandarin and English & Well-organized | Jan - May 2020 | 9:30 AM - 5:30 PM | • Self-motivated
• Well-organized
• Support administrative daily operation e.g. Franking, data consolidation, sourcing quotations, inventory update

WILD | Wildlife Conservation | Visitor Experience | Kwai Hing | 2 | Law; Environmental Science/Management | Proficient in spoken and written English and Chinese | Jan - May 2020 | 10:00 AM - 05:30 PM | • Outstanding interpersonal and communication skills, including writing
• Detail-minded
• Preferably equipped with graphic design skill
• Good analytical skills
• Knowledge on current environmental matters (not essential)
• Proficiency in Microsoft Excel
• Photoshop will be an advantage

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