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<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Internship Title</th>
<th>Main Work Location</th>
<th>No. of Posts Required</th>
<th>Requirements</th>
<th>Language Skills</th>
<th>Computer Skills</th>
<th>Working Period</th>
<th>Pay per week</th>
<th>Working Hours</th>
<th>Working Days</th>
<th>Job Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>066</td>
<td>Corporate and Community Sustainability</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Bachelor degree in Social Science, Business, Public Affairs, Administration, Statistic-related</td>
<td>Excellent written and oral skills</td>
<td>Mandarin, Cantonese, English</td>
<td>Proficient Microsoft Word, Excel, PowerPoint</td>
<td>25 May - Aug 2018</td>
<td>3,900 HKD</td>
<td>9:30 AM - 6:00 PM</td>
<td>Tuesday-Friday</td>
</tr>
<tr>
<td>067</td>
<td>Science &amp; Energy</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Bachelor degree in Environmental Science, Environmental Engineering, Environmental Management, Biology-related</td>
<td>Knowledge of Adobe Photoshop, or equivalent software</td>
<td>Mandarin, Cantonese, English</td>
<td>Proficient in Microsoft Word, Excel, PowerPoint and InDesign</td>
<td>25 May - Aug 2018</td>
<td>3,900 HKD</td>
<td>9:30 AM - 6:00 PM</td>
<td>Tuesday-Friday</td>
</tr>
<tr>
<td>068</td>
<td>Corporate Partnerships</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Bachelor degree in Social Science, Business, Public Affairs, Administration, Statistic-related</td>
<td>Excellent written and oral skills</td>
<td>Mandarin, Cantonese, English</td>
<td>Proficient in Microsoft Word, Excel, PowerPoint and InDesign</td>
<td>25 May - Aug 2018</td>
<td>3,900 HKD</td>
<td>9:30 AM - 6:00 PM</td>
<td>Tuesday-Friday</td>
</tr>
<tr>
<td>069</td>
<td>Digital Services</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Bachelor degree in Computer Science, Business, Public Affairs, Administration</td>
<td>Knowledge of Adobe Photoshop, or equivalent software</td>
<td>Mandarin, Cantonese, English</td>
<td>Proficient in Microsoft Word, Excel, PowerPoint and InDesign</td>
<td>25 May - Aug 2018</td>
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<td>9:30 AM - 6:00 PM</td>
<td>Tuesday-Friday</td>
</tr>
<tr>
<td>070</td>
<td>Education</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Bachelor degree in Social Science, Business, Public Affairs, Administration</td>
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</tr>
<tr>
<td>071</td>
<td>Events</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Bachelor degree in Social Science, Business, Public Affairs, Administration</td>
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### Major Study Preferred

**Internship Title**: Oceans Conservation

- Zoology/ Geography
- Biology/ Applied Biology/ Science/ Life Science/
- Administration/ Management/ Business

**Internship Title**: Human Resources

- Accounting
- Economics
- Business Administration

**Internship Title**: Ecology/ Environmental Science/ Life Science/ Biology/ Applied Biology/ Biology/ Geography

- Ecology & Biology
- Zoology

**Internship Title**: Data entry & Clerical Support

- Computer Science
- Information Technology
- Mathematics

**Internship Title**: Web Design

- Information Technology

**Internship Title**: Finance

- Accounting
- Economics
- Business Administration

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#### Working Schedule

**Kwai Hing**

<table>
<thead>
<tr>
<th>Working Schedule</th>
<th>Working Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oceans Conservation</strong></td>
<td>9:30 AM - 5:30 PM</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>10:00 AM - 5:30 PM</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>9:30 AM - 5:30 PM</td>
</tr>
</tbody>
</table>

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#### Job Responsibilities

**Kwai Hing**

- **Oceans Conservation**
  - Assist in coastal clean-up activities and community forums
  - Assist in analyzing marine litter data collected in coastal clean-ups
  - Knowledge of graphic design is highly preferred

- **Human Resources**
  - Provide general administrative support to the HR team
  - Willing to learn

- **Finance**
  - Data entry

**Oceans Conservation**

- **Kwai Hing**
  - Provide general administrative support to the HR team
  - Knowledge of graphic design is highly preferred
  - Good interpersonal and communication skills
  - Fluent in both written and spoken English and Chinese
  - Willing to learn

**Human Resources**

- **Kwai Hing**
  - Provide general administrative support to the HR team
  - Fluent in both written and spoken English and Chinese
  - Data entry

**Finance**

- **Kwai Hing**
  - Provide general administrative support to the HR team
  - Fluent in both written and spoken English and Chinese
  - Data entry

---

#### Additional Information

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#### Contact Information

- Email: hr@wwf.hk
- Phone: +852 2179 7600
- Website: www.wwf.org.hk
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<th>No.</th>
<th>Function &amp; Designation</th>
<th>Main Work Location</th>
<th>No. of Places Required</th>
<th>Requirements</th>
<th>Attributes &amp; Compliances</th>
<th>Working Schedule</th>
<th>Lab Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Traffic - Admin</td>
<td>Central</td>
<td>2</td>
<td>Communicate, drafting/ Translational language/ Marketing</td>
<td>proficient</td>
<td>Monday to Friday</td>
<td>9:00 AM - 6:00 PM</td>
</tr>
<tr>
<td>2.</td>
<td>Visitor Experience</td>
<td>Central</td>
<td>2</td>
<td>Adept in Tourism/ Hospitality/ Service</td>
<td>self-directed</td>
<td>Monday to Friday</td>
<td>9:00 AM - 6:00 PM</td>
</tr>
<tr>
<td>3.</td>
<td>Visitor Experience</td>
<td>Tai Po</td>
<td>2</td>
<td>Adept in Tourism/ Hospitality/ Service</td>
<td>self-directed</td>
<td>Monday to Friday</td>
<td>9:00 AM - 6:00 PM</td>
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<tr>
<td>4.</td>
<td>Visitor Experience</td>
<td>Kwai Hing</td>
<td>2</td>
<td>Adept in Tourism/ Hospitality/ Service</td>
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Hong Kong is facing a major problem of illegal trade in shark fin. The trade of shark fin is known to be prevalent in Hong Kong, and this has global repercussions. 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.

- Conduct various researches on shark and other related conservation issues
- Provide administrative and editorial support to the team
- Translate articles on latest conservation news to Chinese
- Provide clerical support to foot-print team

The Oceans Sustainability team is looking for passionate internships to assist with the Shark Fin Initiative, as well as other ecological environmental programmes.

- Assist in conducting desktop research and analysis of local and regional environmental topics
- Support with translation of latest conservation news and regional updates to different WWF’s channels
- Write articles for WWF columns in different media, in the format of opinion piece, features, blog, social media posts, etc.

- Support with translation, writing and presentations materials if needed
- Assist with preparation work for or organisation of media or promotional event if needed
- Write and translate articles on latest conservation news and organization’s updates in different WWF’s channels

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In order to achieve our mission of engaging the public, we are launching a new programme called "Shark Fin Initiative". This project will allow the interns to become familiar with a variety of tools and databases, and to develop data analysis skills, while producing an output that will inform conservation practitioners.

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