<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Team</th>
<th>Main Work Location</th>
<th>No. of Interns Required</th>
<th>Key Study Preferred</th>
<th>Attributes &amp; Competencies</th>
<th>Working Schedule</th>
<th>Job Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Participating Wells</td>
<td>Tai Po, Po Kuk</td>
<td>3</td>
<td>Business, Finance, Social Science, Environmental</td>
<td>Fluent Cantonese and English, Familiar with computer software, Good communication skills, Team player, Excellent writing and presentation skills, Knowledge of environmental issues.</td>
<td>09:00 AM - 06:00 PM</td>
<td>Assist the programme coordinator and programme officer in promoting our conservation policy works on the following area: (exact scope pending on the available time of the students with good analytical skills and interested in working in policy research/analysis in his/her future career would greatly benefit from this internship).</td>
</tr>
<tr>
<td>02</td>
<td>Market Research</td>
<td>Tai Po</td>
<td>2</td>
<td>Economics, Business, Social Science, Environmental</td>
<td>Communications skills, Familiar with computer software, Good communication skills, Team player, Excellent writing and presentation skills, Knowledge of environmental issues.</td>
<td>09:00 AM - 06:00 PM</td>
<td>Assist in any of our project and duties appointed by supervisors.</td>
</tr>
<tr>
<td>03</td>
<td>Data Creative Media</td>
<td>Tai Po</td>
<td>2</td>
<td>Design, Media, Social Science, Environmental</td>
<td>Design, Writing, Team player, Excellent writing and presentation skills, Knowledge of environmental issues.</td>
<td>09:00 AM - 06:00 PM</td>
<td>Assist in the execution of events and campaigns.</td>
</tr>
<tr>
<td>04</td>
<td>Advocacy</td>
<td>Tai Po</td>
<td>2</td>
<td>Business, Finance, Social Science, Environmental</td>
<td>communications skills, Familiar with computer software, Good communication skills, Team player, Excellent writing and presentation skills, Knowledge of environmental issues.</td>
<td>09:00 AM - 06:00 PM</td>
<td>Assist in any of our project and duties appointed by supervisors.</td>
</tr>
<tr>
<td>05</td>
<td>Fundraising / PR</td>
<td>Tai Po</td>
<td>2</td>
<td>Business, Finance, Social Science, Environmental</td>
<td>communications skills, Familiar with computer software, Good communication skills, Team player, Excellent writing and presentation skills, Knowledge of environmental issues.</td>
<td>09:00 AM - 06:00 PM</td>
<td>Assist in any of our project and duties appointed by supervisors.</td>
</tr>
<tr>
<td>06</td>
<td>Policy / Environmental</td>
<td>Tai Po</td>
<td>2</td>
<td>Business, Finance, Social Science, Environmental</td>
<td>communications skills, Familiar with computer software, Good communication skills, Team player, Excellent writing and presentation skills, Knowledge of environmental issues.</td>
<td>09:00 AM - 06:00 PM</td>
<td>Assist in any of our project and duties appointed by supervisors.</td>
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<th>Main Work Location</th>
<th>Use of Area Required</th>
<th>Requirements</th>
<th>Attributes &amp; Competences</th>
<th>Language Skills</th>
<th>Computer Skills</th>
<th>Others</th>
<th>Working Schedule</th>
<th>Days per week</th>
<th>Working Hour</th>
<th>Job Responsibilities</th>
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<tr>
<td>001</td>
<td>Footprint</td>
<td>Kwai Chung</td>
<td>MTW, Fri, Sat, Sun</td>
<td>Must be able to work on weekends</td>
<td>Fluency in written and oral English</td>
<td>English and Chinese (fluent)</td>
<td>Microsoft Word and Excel</td>
<td></td>
<td>9:00 AM - 6:00 PM</td>
<td>5</td>
<td></td>
<td></td>
</tr>
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<td>002</td>
<td>Financial</td>
<td>Kwai Chung</td>
<td>MTW, Fri, Sat, Sun</td>
<td>Must be able to work on weekends</td>
<td>Fluent Cantonese and fair English</td>
<td>English and Chinese</td>
<td>Microsoft Word and Excel</td>
<td></td>
<td>9:00 AM - 6:00 PM</td>
<td>5</td>
<td></td>
<td></td>
</tr>
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<td>003</td>
<td>ICT-OPS</td>
<td>Kwai Chung</td>
<td>MTW, Fri, Sat, Sun</td>
<td>Must be able to work on weekends</td>
<td>Fluent Cantonese and fair English</td>
<td>English and Chinese</td>
<td>Microsoft Word and Excel</td>
<td></td>
<td>9:00 AM - 6:00 PM</td>
<td>5</td>
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<tr>
<td>004</td>
<td>ICT-APPS</td>
<td>Kwai Chung</td>
<td>MTW, Fri, Sat, Sun</td>
<td>Must be able to work on weekends</td>
<td>Fluent Cantonese and fair English</td>
<td>English and Chinese</td>
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<td>9:00 AM - 6:00 PM</td>
<td>5</td>
<td></td>
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<tr>
<td>005</td>
<td>HR</td>
<td>Kwai Chung</td>
<td>MTW, Fri, Sat, Sun</td>
<td>Must be able to work on weekends</td>
<td>Fluent Cantonese and fair English</td>
<td>English and Chinese</td>
<td>Microsoft Word and Excel</td>
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<td>9:00 AM - 6:00 PM</td>
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</tr>
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<td>006</td>
<td>Marketing and Media</td>
<td>Kwai Chung</td>
<td>MTW, Fri, Sat, Sun</td>
<td>Must be able to work on weekends</td>
<td>Fluent Cantonese and fair English</td>
<td>English and Chinese</td>
<td>Microsoft Word and Excel</td>
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WWF-HK Summer Internship 2019 (It is an unpaid internship)

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Ref No: 001

Name: John Doe

Main Work Location: Central

Days of Offer Required: 3

Requirements: Proficient in Microsoft Office

Working Period: June - August 2019

Days per week: 5

Working Hours: 10:00 AM - 06:00 PM

Job Responsibilities:

- Assist in data input and data analysis
- Conduct literature review and desktop research on specific topics
- Assist in activities under the two projects (e.g., workshops and outreach programs)
- Conduct data entry and data analysis
- Support oceans conservation team’s initiatives to promote sustainable living
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| N/A     | CCS  | Market Innovation: Corporate and Community Sustainability Team | 4-6      | • Good communication skills, including writing  
• Good analytical skills  
• Familiar to use of social media platform for promotion  
• Good sense in graphic/media design (Submission of portfolio maybe required)  
• Knowledge on current environmental matter, but not essential  
• Good sense on trend of fashion, but not essential | May - August 2019 |  
• Formulate communication ideas and materials of programmes of our team  
• Research on current environmental trends on specific topics, such as green office, corporate sustainability and green fashion  
• Produce a geoinfo map for specific project of the team  
Discussion, idea-sharing and active communication are highly encouraged. You may visit the website of LOOP and our fashion project for more information. (Please click the links below) |
| N/A     | VE(KH) | Visitor Experience | 1      | • Self-motived  
• Well-organised  
Chinese and English  
Microsoft Office and Excel  
Working on Wednesday and Thursday is preferable | June - August 2019 |  
• Support Admin Manager to prepare SOP (Standard Operation Procedures) and videos  
• Support administrative daily operation e.g. franking, data consolidation, sourcing quotations  
• Inventory update |