The Green Earth

(https://greenearth.org.hk/en-GB#gsc.tab=0)

綠惜地球 THE GREEN EARTH

Intern position / title	**Intern**
Job duties	• Provide assistance in environmental projects to support school, community education and corporate engagement initiatives • Conduct outreach to partners and stakeholders to promote environmental programmes and messages, including waste reduction, resource conservation and low-carbon living • Assist in organising workshops, visits and educational outreach activities • Conduct desktop research and surveys to support proposal writing and the development of educational materials • Prepare educational and promotional materials for environmental education programmes • Support programme promotion through the website, social media platforms and other communication channels • Perform general administrative duties, including handling enquiries, data entry and preparing materials for events and activities
Requirements	**Computer Skills** • Familiarity with social media platforms such as Facebook and Instagram • Proficiency in Microsoft Office or Google Workspace, particularly Word/Docs, Excel/Sheets and PowerPoint/Slides • Familiarity with design software such as Adobe Illustrator, Photoshop, Canva or similar tools is an advantage

APPLY NOW

The Green Earth (Cont.)

(https://greenearth.org.hk/en-GB#gsc.tab=0)

Intern position / title	**Intern**
Requirements	**Language Requirements** • Good command of written and spoken English and Cantonese • Proficiency in written Chinese is an advantage **Personal Qualities and Other Requirements** • Strong interest in environmental protection, waste reduction, sustainable consumption and low-carbon living • Ability to work independently as well as collaboratively within a small team • Creative, organised, detail-oriented and self-motivated • Comfortable communicating with schools, community groups, corporate partners and members of the public • Previous experience in environmental education, event support, NGO volunteering or community outreach is an advantage
Working location	Primarily based at our Lai Chi Kok office, occasional outdoor work may be required

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