

## **Summer Internship Programme 2021**

### **JOB SUMMARY:**

- Marketing and communications management for multi-channel audience
- Develop and execute environmental education activities
- Understanding the actual operation of NGO

### **DUTIES:**

- Manage social media platform;
- Formulate promotional strategies;
- Develop and organize environmental event;
- Design education and workshops materials
- Assist in logistics of meetings and activities of projects

### **ATTRIBUTES & COMPETENCIES:**

All members of the JGIHK team need to be passionate about ecological and environmental education and fully agree to our mission. You must be organized, dependable and able to manage and prioritize a variety of tasks with minimal supervision. Enthusiasm is essential for this internship.

### **SPECIFIC SKILLS REQUIRED INCLUDE:**

- At least one year of university studies already completed
- Have good command of written and spoken English and Cantonese;
- Be able to work independently;
- Creative and self motivated;
- Some previous NGO volunteer experience
- Be proficient in computer application (include but not limited to Microsoft Office, Google Docs Editors);
- Have good knowledge of social media platform (Facebook, Instagram);
- Familiar with design software (Illustrator, Photoshop etc.) is a plus;

## 2021年暑期實習計劃

### 工作簡介：

- 協助活動聯絡及管理社交平台
- 學習籌備及執行環境教育活動
- 了解非政府組織的實際運作

### 職責：

- 社交媒體文案撰寫及資料搜集
- 為宣傳策略提供意見；
- 協助組織社區外展活動；
- 設計教材；
- 計劃和定期安排會議

### 態度和能力：

珍古德協會(香港)團隊的成員都必須對生態和環境教育充滿熱誠及認同我們的理念。您必須是有條理, 可靠, 並且能夠在最少監督下完成工作。關鍵是擁有熱忱。

### 技能要求：

- 已完成至少一年的大學課程；
- 良好的英語和粵語讀寫能力；
- 能夠獨立工作；
- 有創意及自律；
- 擁有在非政府組織服務的經驗；
- 懂電腦應用程式(包括但不限於Microsoft Office, Google Docs, Editors)；
- 了解社交媒體平台運作(Facebook, Instagram)；
- 熟悉設計軟件(Illustrator, Photoshop 等)優先；