

Women In Sports Empowered Hong Kong

(<https://wisewomenhk.org/>)



Intern position / title	Summer Intern	
Job duties	<ul style="list-style-type: none"> • Develop content in audio, visual and written formats for presentations and social media • Research, test and improve program ideas that deliver the best value to participants • Develop online resources related to WISE's sports activities and curriculum • Coordinate the logistics and set-up of various potential events • Provide regular communications and updates to partners and stakeholders • Prepare event summaries and proposals of grant writing • Providing support in the development of toolkits or best practice guides 	
Requirements	<p><i>Language</i></p> <ul style="list-style-type: none"> • Proficiency in English and Cantonese 	<p><i>Computer</i></p> <ul style="list-style-type: none"> • Experience using MS Office application software and Google G-Suite environment
	<ul style="list-style-type: none"> • Passionate to promote and to empower the public about the benefits of sports • Detail oriented, observant, organised, proactive, fast-learner and can self-manage • Strong interpersonal skills 	
Working location	Sheung Wan	