

Development Office Summer Intern Job Description

Role Summary	Work with Development Office over the summer, assisting in the College's 25th anniversary preparations and other tasks related to college development, communications and alumni engagement.
Main Accountabilities	<ol style="list-style-type: none"> 1. Assist in the production of a new college publication and other collateral for the celebration of the college's 25th anniversary, which may include tasks such as: <ul style="list-style-type: none"> - Writing, editing, proofreading of text in English (and possibly Chinese) - Coordinating graphic design and photos - Translation of text between Chinese and English - Liaising directly with the publisher and professional design team 2. Assist in the production of a series of articles and interviews of alumni and other stakeholders of the college, which may include tasks such as: <ul style="list-style-type: none"> - Collect information on key candidates to interview - Conducting interviews or follow-up work via email, phone, or other methods - Writing, editing, proofreading of articles in English (and possibly Chinese) 3. Assist in the internal and external communication of 25th Anniversary related events and activities.
Requirements	<ol style="list-style-type: none"> 1. Must be a Permanent Resident of HKSAR and hold a valid HKID card 2. Possess excellent English writing, spelling, grammar skills. 3. Preferably also with excellent Chinese writing skills, and ability to translate from written English to Chinese or vice versa 4. Ability to communicate effectively in person and in writing. 5. Excellent time management, organisation and prioritisation skills. 6. A good eye for design and aesthetics 7. Share the vision and values of UWC Movement. 8. Committed to whole internship programme for the duration of the contract 9. Comfortable working on their own from time to time
Typical reporting relationship	Development Director & Assistant Fundraising & Communications Manager

Please apply online at: <https://goo.gl/forms/3n0sA1gBxCQwwJKM2> by 19th May 2017