

# Women In Sports Empowered Hong Kong



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