

Development Office Summer Intern Job Description

Role Summary	Work with Development Office over the summer, assisting in the production of a new college brochure and other tasks related to communications and alumni engagement.
Main Accountabilities	<ol style="list-style-type: none"> 1. Assist in the production of a new college publication, which may include tasks such as: <ul style="list-style-type: none"> - Writing, editing, proofreading, translation of text in English and Chinese - Coordinating graphic design and photos - Liaising directly with the publisher and professional design team 2. Assist in the production of a series of articles and interviews of alumni, which may include tasks such as: <ul style="list-style-type: none"> - Developing a template for a series of written articles and interviews - Collecting information on key interviewees - 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 related events and activities.
Requirements	<ol style="list-style-type: none"> 1. Must hold a Permanent Resident HKID card 2. High proficiency in both written English and (traditional) Chinese 3. Responsible and able to work independently without supervision 4. Excellent time-management and organisational skills 5. A good eye for design and attention to detail 6. Share the vision and values of UWC Movement 7. Committed to whole internship programme for the duration of the contract
Typical reporting relationship	Development Director and Assistant Fundraising & Communications Manager
Applications	Please apply now at: https://goo.gl/forms/9FsMgxMCN8vmBVeJ2
Applications deadline	Monday 4 June 2018