



Green Steps – Wechat Community Volunteer Internship

This JD is for a **part-time volunteer internship** who is willing to support our journey into nature education, but have only limited time available next to their schedule of paid work or full time studies. Volunteer internship roles are not compensated.

At the end of the internship this position could be transformed into **part- or full time work position** for which we offer a negotiable compensation based on candidate's skills and competencies. We generally recommend to start with a volunteer role to learn about our workflow and move from there gradually towards more responsibilities.

We expect from all candidates an **affection for nature**, a **growth mindset and digital literacy**, but offer training on the job in regard to all tasks. Use this opportunity to improve your own skill set in a team of purpose driven educators.

Please get in touch with us and learn about Green Steps' current needs.

We thank you for your time and interest!

Wechat Community Manager

a) Responsibility:

1. To design Wechat store and keep updating the product as per our calendar.
2. To build/grow our Wechat community by constantly updating our activities and content to the group page/members in order to have more Chinese participation in Green Steps' activities.

b) Tasks:

1. Increase followers/fans by constantly sharing posts, and finding new ways to make people join the group.
2. Regularly update Wechat page with upcoming events and activities i.e. start about 2-week prior to the event (possibly both EN & Chinese)
3. Find and post discussion questions, news-blog, surveys, etc (as directed, or after confirmation with team) so as to get better engagement from group members i.e. more interaction
4. Post follow-up reports and pictures from our events
5. Engage in other organizations' Wechat pages, connect with their followers and invite their followers to attend our events.

c) Qualification/requirement:

- Chinese language native written skills – English language intermediate oral skills
- Interest in environmental issues



Green Steps - Internship & Volunteer JDs

- Good communication skills (to engage with community)
- Passionate about the use of social media to increase community participation.

d) Time commitment: 20 hours/week; minimum 3 months