



Internship: International Careers Conference

Background

The Australian Institute of International Affairs (AIIA) is an independent, non-profit organisation established in 1925 to promote public understanding of, and interest in, international affairs in Australia. The Institute provides a forum for discussion and research on subjects of topical and continuing interest through meetings, conferences and seminars addressed by distinguished specialists and public figures. The AIIA operates nationwide across seven State and territory branches and a National Office in Canberra.

The AIIA contributes to international affairs in four ways:

Providing a forum for debate: The AIIA hosts meetings, lectures and discussion featuring distinguished speakers on important issues in world affairs.

Disseminating ideas: The AIIA publishes the scholarly journal *Australian Journal of International Affairs* as well as the definitive record of Australian foreign policy, *Australia in World Affairs*. Both now span over 50 years. The AIIA also publishes occasional papers and conference proceedings.

Educating: The AIIA works to interest young people in world issues through career fairs, school seminars and the Young Professionals Forum (YPF).

Collaborating: The AIIA has cooperative relationships with other Institutes in Australia and worldwide, including Chatham House in London and the Council on Foreign Relations, USA.

International Careers Conference (ICC) Intern:

Designated members of the Council have responsibility for the oversight of the ICC, which is a particularly important element in the Institute's annual calendar. The 2017 Conference will be the 13th of its kind, and will be held on Friday 25 August between 8.45 am and 5.30 pm. It is designed to assist undergraduate and postgraduate students, as well as professionals already in the work-force, who are considering a career with an international component - whether in government, in business, or in the not-for-profit sector - and who wish, before making a decision, to obtain as much information as possible.

The 13th Conference will build upon the success of its predecessors. It will include several keynote presentations, typically given by representatives from DFAT, the UN, academia, and a leading not-for-profit organisation. Also included will be three 40-minute panel sessions covering general areas of Business, Not-for-Profit and International (Government-based) Relations. Career-specific workshops, CV assistance and networking are other important ingredients.

Position Title: ICC Intern – four positions available.

Position remuneration: These are work experience positions. No remuneration is allocated to them, but the opportunities for networking, and for establishing excellent professional relationships with members of the Institute's Council, are a valuable by-product. In addition, interns are welcome (and indeed encouraged) to attend standard Institute events free of charge; and, subject to satisfactory performance, each Intern is given a year's free Membership following completion of the Internship.

Internship duration: Up to 6 months (any change with agreement of both parties).

Start date: Mid-March 2017.

Hours: 10-15 hours per week.

Manager: The ICC Committee Chair, the Hon David Harper AM QC, is a member of the Council of the Institute. The ICC Interns also liaise with the Executive Office and the Communications/Marketing Intern as required.

The Role

Key Responsibilities

- Venue liaison
- Research potential speakers and speaker liaison
- Update university contact lists and research other interest groups
- Review and update publicity material for newsletter, website and flyers for distribution to universities and interest groups
- Research potential sponsors and sponsor liaison
- Review and update the careers guide
- Review and propose content of delegate information pack
- Registration management
- Update master file on the ICC, including expanding the ICC manual
- Update speaker database

Required Skills

- Strong time management & planning skills
- Strong desktop research skills
- Awareness of university structures and relevant courses
- Knowledge of international relations issues
- Excellent writing and communication skills

- Ability to work autonomously
- Ability to think flexibly and creatively
- High degree of attention to detail
- Ability to take direction and instruction
- Strong computer skills
- Experience of WordPress or Mailchimp would be useful, but not essential as training will be given

Experience:

Whilst this is a work experience position, any experience related to research, event management and desktop publication would be an advantage. It is essential to be able to “think outside the square”, to be able to add value to an already excellent programme. Tertiary qualifications underway or completed are essential.

Reviews

Interns will meet regularly with the Manager to discuss the on-going work.

Should performance be assessed as sub-optimal, and fail to improve after an opportunity for rectification, the AIIA reserves the right to terminate the incumbent's occupation of the Internship, effective immediately.

Location

According to the demands of the occasion, work can be conducted either at home or at the AIIAV office in East Melbourne. Each intern will be required to use his or her laptop. Once the successful applicants have been appointed, the general hours and location of work will be determined in consultation with, and respectful of the circumstances of, the interns.

Applications

Applications for the ICC Internship at AIIA Victoria should be addressed to interns.vic@internationalaffairs.org.au quoting “**ICC Intern**” in the subject line, and submitted by close of business on **Friday 18th February 2017**.

Your application should include;

- (i) a covering letter consisting of a brief statement of your goals/motivation in undertaking an Internship with AIIA Victoria, and how your experience meets the Key Responsibilities of the role; and
- (ii) a CV/Resume, no longer than two pages, outlining educational qualifications and any work experience.