



Internship: Corporate Engagement Program

The Australian Institute of International Affairs (AIIA) is an independent, non-profit organisation established in 1925 to promote public understanding 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.

AIIA Victoria's strategic goal is to be a relevant and sustainable organisation encouraging a greater level of commitment from a broad and diverse community of interests in international affairs.

The AIIA contributes to international affairs by:

Providing a forum for debate: The AIIA hosts regular meetings, roundtables, lectures, book launches, and discussions regarding important issues in world affairs.

Disseminating ideas: The AIIA has a rich history in publishing spanning over 50 years. Alongside the definitive record of Australian foreign policy, *Australia in World Affairs*, the AIIA is proud to produce the *Australian Journal of International Affairs*.

Educating: The AIIA VIC engages young people in world issues through the annual International Careers Conference in Melbourne, its Young Professionals network and overseas Study Tours.

Role of Corporate Engagement Intern:

Historically AIIA Victoria's constituency has been drawn primarily from academia (both academics and students) and government (especially the diplomatic community). Given Australia's strong economic and security linkages to the Asia Pacific region and wider afield, AIIA Victoria regards strong interface and interaction with business, through triangulation with government and academia, as being critical to fulfilling its contribution.

Notwithstanding the broad range of activities outlined above, the most significant function of AIIA Victoria is to develop and deliver up to 60 events per year. These events consist of speaking engagements open to both members and non-members, delivered by a dynamic and broad selection of diplomats, academics, journalists, business leaders and other experts. AIIA Victoria's events are a unique opportunity for the public to engage in candid discussions with experts and practitioners in international affairs.

The Corporate Engagement Program seeks to embrace more extensively the Business Community into this suite of activities from event attendance and Corporate Memberships through to various forms of sponsorship which are to be explored. The Corporate Engagement Interns will be valued members of the team assigned to deliver on this. The roles will provide an excellent platform for developing capabilities in understanding business in its international context, strategic planning and program execution.

Position Title: Corporate Engagement Intern.

Position remuneration: This is a work experience position. There is no remuneration allocated to this position.

Internship duration: 4-6 months (any change with agreement of both parties).

Hours: approx. 10-15 hours per week (remotely and in-person).

Manager: AIIA VIC General Manager & AIIA VIC Executive Director, overall reporting to AIIA VIC Council Members and AIIA VIC President.

Location:

Work can be conducted both at home and at the AIIA VIC office in Collins Street in the CBD. The exact hours and location of work will be determined once the successful applicant has been selected. These may vary depending on requirements at different stages of the internship.

Key Responsibilities

- Conceptualising, planning and delivering AIIA VIC events that actively engage the corporate and business community.
- Researching relevant databases for prospective Corporate Partners (e.g. Media, Business Associations), Chambers of Commerce, Business Councils, State & Federal Departments.
- Developing detailed and strategic profiles on target entities.
- Devising and implementing strategies for process improvement to assist in scaling of the program
- Liaising and managing relationships with current and prospective Corporate Members.
- Discussing outreach strategies with the AIIA VIC Corporate Engagement Committee.

Required Skills

- Ability to professionally and appropriately communicate with stakeholders
- Ability to assist with preparing pertinent business cases and analysis
- Ability to build and maintain relevant databases
- Ability to write and present concisely and creatively
- Strong interest in event curation and delivery
- Strong time management and planning skills
- Ability to work autonomously

Reviews:

Interns meet regularly with the General Manager to assess performance and receive feedback.

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

Other benefits: Event attendance, Membership and Skills Development

Interns are encouraged and welcome to attend standard events free of charge, and each Intern is given a year's free Membership at the commencement of the Internship. Alongside this, AIIA Victoria offers interns regular skills development training sessions from esteemed speakers in our AIIA Victoria Network.

To apply, please submit:

- A one-page cover letter detailing your interest in the role
- A 2-page (max.) CV

to admin.vic@internationalaffairs.org.au quoting "**Corporate Engagement Internship**".