



## **Internship: Young Professionals Program**

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### **Background**

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.

### **Role of Young Professionals Program Intern**

AIIA VIC delivers a dynamic and expanding program of initiatives designed specifically for young professionals who are interested in international relations. These include tailored events, roundtables, and collaborative programs that reflect the interests and career pathways of emerging leaders in international affairs. Through these activities, AIIA VIC provides opportunities for students, young professionals from universities, government, business, and the not-for-profit sector to connect, exchange ideas, and build networks in both professional and social settings. The program also serves as a vital platform for the next generation to engage directly with experts and leaders from government, Consular Corps Melbourne, business, international organisations, and industry groups, strengthening their knowledge, skills, and professional development.

As a vital member of the AIIA VIC team, the Young Professionals Program Intern supports the delivery of events and initiatives that strengthen engagement, foster professional development, and contribute to the growth of the Young Professionals community. These may include, but are not limited to, **Networking Events, Study Tours (including the annual Study Tour to Canberra), the launch and coordination of a new Skills Development Program, Careers Evenings, Alumni Events** and many more exciting opportunities.

This role is ideal for someone with a keen interest in international affairs who enjoys event planning, developing new initiatives, and working with emerging professionals from diverse backgrounds.

**Position Title:** YP Intern – *four to five positions available.*

**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)

**Start date:** Mid-April 2026.

**Hours:** 10-15 per week (in-office)

**Reports to:** Program Manager (Young Professionals)

## **Key Responsibilities**

### **Strategic Content & Innovation**

- Contribute to the development of event concepts and program themes by identifying emerging trends and current developments in international affairs.
- Proactively research global issues and policy debates to ensure programming remains timely, relevant, and intellectually engaging.

### **Program Delivery & Coordination**

- Support the planning and execution of Young Professionals events, including roundtables, workshops, networking functions, and flagship initiatives.
- Coordinate event logistics, manage registrations, liaise with speakers, and ensure smooth on-the-day delivery.

### **Stakeholder & Community Engagement**

- Assist in building and maintaining relationships with universities, government agencies, NGOs, businesses, and international organisations.
- Support engagement initiatives that strengthen connections within the Young Professionals community.

### **Communications & Outreach**

- Contribute to the development of promotional materials, newsletters, and social media content.
- Support outreach efforts to increase program visibility and participation.

### **Collaboration & Administration**

- Work closely with staff, board members, and volunteers to support strategic priorities.
- Provide general administrative support, including database updates, reporting, and documentation.

### **Program Evaluation & Continuous Improvement**

- Gather participant feedback and contribute to post-event evaluations to inform future program design.

## **Required Skills**

- Strong organisational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to engage confidently with diverse stakeholders and professional audiences.
- Initiative and problem-solving capability in a dynamic environment.
- Collaborative mindset with the ability to work independently when required.

- Interest in international affairs, public policy, diplomacy, or related fields.
- Digital literacy, including familiarity with social media and basic event platforms.
- Professionalism and cultural awareness in stakeholder engagement.

## **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.

## **Location**

Work is expected to be conducted at AIIA VIC office on Collins St in Melbourne CBD. The successful applicant will be required to use their own laptop. The exact hours and location of work will be determined once the successful applicant has been selected, and are open for discussion. These may vary depending on requirements at different stages of the Internship. The exact hours and days are open for discussion. These may vary depending on requirements at different stages of the Internship.

## **Other benefits: AIIA Victoria Event attendance and Membership**

Interns are encouraged and welcome to attend standard events free of charge, and each Intern is given a year's free Young Professionals Membership at the commencement of the Internship.

**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](mailto:admin.vic@internationalaffairs.org.au) quoting "**Young Professionals Program Internship**".