

1925 - 2025

Position Description: Program Manager (Young Professionals)

Position Title:	Program Manager (Young Professionals)
Team:	Australian Institute of International Affairs Victoria
Location:	Level 13, 356 Collins Street, Melbourne, VIC 3000
Employment Status:	Part-time; approx. 28 hours per week (flexible Mon-Thur)
Reports to Position Holder:	Executive Director; General Manager
Salary:	\$46,800 pa plus 12% Superannuation

The mission of the Australian Institute of International Affairs (AIIA) is to help Australians know more, understand more, and engage more in international affairs. AIIA Victoria hosts an active program of speakers and roundtables throughout the year on significant global issues, as well as running overseas Study Tours and an annual International Careers Conference.

AIIA Victoria is seeking an enthusiastic proactive Program Manager to run its Young Professionals events and networking program. This is a **one-year role** geared to the receipt of specific grant funding (there is a possibility of extending should the grant be renewed).

Key Responsibilities & Duties

Project Management

- To design and build a program of Young Professionals events in line with the project activities outlined in the grant application.
- Support the process for future grant applications.

Event Management:

- Recruit and manage the Young Professionals Events intern team (planning and organising YP events, networking, Trivia Nights. External partnership management).
- Lead organisation of the *International Careers Conference*, with staff members.
- Provide support for the *South Asia Seminar Series*, managing the partnership with a youth-led think tank based in India.
- Support the organisation of Young Professionals speaker events and webinars, including pre-event logistics, catering, volunteer coordination and equipment set-up.
- Develop a program of professional-development skills workshops.
- Organise a Young Professionals Study Tour to Canberra, with staff members.

Membership:

- Facilitate Young Professionals membership management and renewals using Customer Relationship Management (CRM) system.

Stakeholder engagement:

- Manage university internship placement partnerships and stakeholder engagement.
- Day-to-day general clerical duties as required, and such other duties that may be determined within the general scope of the role.

Education and Experience

- A formal qualification in a relevant area is preferred.
- Computer skills and knowledge of relevant software (MS Office particularly Excel; Canva; Slack; Zoom; WordPress; Google Drive; Buffer).
- Experience with Social Media Platforms (LinkedIn, Instagram, Facebook).
- Knowledge of principles and practices of office management.
- Experience of Customer Relationship Management (CRM) system would be desirable but not essential (training will be given).

Key Competencies

- Strong written and verbal communication skills.
- Planning and organising schedules, meetings and events.
- Attention to detail and accuracy.
- Ability to work autonomously.
- Managing partnerships with external organisations.
- Leadership and intern management.
- Interest in international affairs.

Salary and Award

The job is part-time, office-based, approx. 28 hours per week. Right to work in Australia essential. **One year duration**; to start as soon as possible.

Award: Clerks - Private Sector Award [MA000002] – Level 3

Hours: 28 hours per week, flexible Monday-Thursday. Usual timing: 9:30am-5pm; flexible (example on event days: 11am-7pm)

To apply:

To apply please submit the following by email with “**PM(YP) Role**” in the subject line to admin.vic@internationalaffairs.org.au :

- **Cover letter** outlining your suitability for the role (1 page)
- **CV** (2 pages)
- Application deadline: **close of business Friday 11 July**