



# Internship: Young Professionals Programs

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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 Events Intern

AIIA Victoria hosts both individual and shared events specific to the interests of young professionals. These events bring together young professionals from a variety of universities and government and non-government industries to network and share ideas in a professional and social environment; and act as a conduit for young people to access experts in government, business, not-for-profits and other international industry groups.

As a vital member of the AIIA VIC team, the Young Professionals Events Intern provides support to council members and facilitates the implementation of Young Professionals (YP) events. 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, Trivia Nights** 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 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:** 10-15 per week

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

## Key Responsibilities

### Program Management

- Assisting in the planning event from start to finish according to requirements, target audience and objectives

- Brainstorming and implementing event plans and concepts
- Supporting the organisation and logistics of the annual Canberra Study Tour and other tours.
- Assisting with the design and launch of a new Skills Development Program for Young Professionals
- Source and negotiate with vendors and suppliers
- Assist with managing branding and communication
- Developing event feedback surveys
- Support to coordinate all YP events

### **Required Skills**

- Ability to write concisely and creatively
- Project management experience
- Strong interest in international relations issues
- Strong time management & planning skills
- Ability to work autonomously

### **Reviews**

Interns meet regularly with the General Manager, Operations 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 reserves the right to terminate the incumbent's occupation of the Internship, effective immediately.

### **Location**

Work can be conducted both at home and at the AIIA VIC office on Collins St in Melbourne CBD. The successful applicant will be required to use their own laptop and/or AIIA equipment. 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 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 [PMYP.vic@internationalaffairs.org.au](mailto:PMYP.vic@internationalaffairs.org.au) quoting "**Young Professionals Programs Internship**".