



Careers Officer - POSITION DESCRIPTION

ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is a not-for-profit organisation dedicated to connecting and engaging the next generation of Australian leaders in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century. YAIA is a company limited by guarantee and a registered charity with the Australian Charities and Not-for-profit Commission (ACNC).

ABOUT THE ROLE

The Careers Officer will work closely with the Careers Director and other Careers Officers to create and deliver careers programs, events and resources for the organisation's followers. The successful applicant will help develop and maintain the organisation's career programs and resources such as the Careers Blog and Job, Internship and Opportunities Board, as well as create and maintain partnerships with key stakeholders.

KEY INFORMATION

Title: Careers Officer	Length of Appointment: 12 months (3 month probation period)
Reports To: Careers Director	Commitment: 5 hours per week (approximately)
Role Type: Voluntary - volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Writing and editing	<ul style="list-style-type: none"> Develop innovative ideas for, and write, Careers Blog articles Update and maintain the Jobs, Internships, and Opportunities Board Help coordinate written interviews for the Careers Spotlight series and other article series 	25%
Program and project delivery	<ul style="list-style-type: none"> Help deliver existing annual initiatives alongside the other Careers Officers and the 	50%

	<ul style="list-style-type: none"> • Careers Director e.g. Young Women to Watch in International Affairs List, the Graduate Series, and Mentor Program • Help develop new programs, projects and initiatives alongside the other Careers Officers and the Director • Support the Careers Director to secure collaborations with individuals and related organisations to expand the Careers portfolio of programs, including the Careers Blog, Mentor Program, and ad-hoc events • Provide ideas for and support the delivery of quarterly internal development sessions for YAIA volunteers 	
Planning	<ul style="list-style-type: none"> • Support the Careers Director to create long-term plans for the Careers portfolio, including the website, programs, and events 	15%
Reporting	<ul style="list-style-type: none"> • Liaise with and report back to the Careers Director 	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent leadership and interpersonal skills
- ✓ Ability to think and plan strategically
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high level stakeholders

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Demonstrated experience writing and editing digital content

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ Aged between 18 and 30 years of age

INTERESTED?

Applications for the position of Careers Officer should be addressed to Emily Conroy, Chief People Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to people@youngausint.org.au (with e.conroy@youngausint.org.au cc'd) by **11.59pm (AEST) Sunday 25th of May 2025**. We encourage you to apply as soon as possible, as interviews will be conducted on a rolling basis.

Shortlisted candidates will be contacted for an interview (via Google Meet).