



## Canberra In-Person Events 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 Canberra Events Officers work in a locally engaged team alongside the Chief Events Officer to organise bi-monthly events across a range of formats, including panels, delegations, conversations, receptions and workshops. In 2023, YAIA delivered over 20 events.

Events Officers will work closely as a team, in partnership with the 5 local events teams and key stakeholders. Successful applicants will be part of a diverse team of volunteers and contribute to the organisation and delivery of events. There is an opportunity to assist with the annual Future Leaders Series and National Conference for interested applicants.

### KEY INFORMATION

<b>Title:</b> In-Person Events Officer	<b>Length of Appointment:</b> 12 months (3 month probation)
<b>Reports To:</b> Events Lead	<b>Commitment:</b> 5 hours per week (approx.)
<b>Role Type:</b> Voluntary - volunteers will not be remunerated for their time	

### ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Event Planning</b>	<ul style="list-style-type: none"> <li>Work with the Events team to manage in-person events. This includes event logistics and contacting prospective speakers.</li> <li>Research international events and fields, draft proposals, make bookings and logistics, invite speakers</li> </ul>	50%
<b>Networking</b>	<ul style="list-style-type: none"> <li>Create and maintain relationships with a range of individuals and other organisations in international affairs. Promote YAIA events and initiatives.</li> </ul>	25%

<b>Representation</b>	<ul style="list-style-type: none"> <li>● Actively promote the work of YAIA, including attending other international affairs events by invitation</li> <li>● Moderate or facilitate panels and workshops</li> <li>● Represent YAIA by communicating and interacting with members of the international affairs community</li> </ul>	20%
<b>Other duties</b>	<ul style="list-style-type: none"> <li>● Negotiated with the Chief Events Officer as required</li> </ul>	5%

## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high-level stakeholders
- ✓ Excellent time management and organisation

## DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in event management, digital content and/or hospitality
- ✓ Communications skills, especially public speaking or presentation skills

## OTHER CRITERIA

Applicants must be:

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

## INTERESTED?

Applications for the position of In-Person Events 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 [e.conroy@youngausint.org.au](mailto:e.conroy@youngausint.org.au) (with [j.woolnough@youngausint.org.au](mailto:j.woolnough@youngausint.org.au) cc'd).

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

We encourage you to apply as soon as possible, as interviews will be conducted on a rolling basis.

