Melbourne In-Person Events Lead - 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

YAIA is currently recruiting for an In-Person Events Lead to coordinate the Melbourne local event team. The Melbourne Event Lead works with the Chief Events Officer to organise monthly events across a range of formats, including panels, delegations, conversations, receptions and workshops.

As a leadership position, the role also involves managing the Melbourne events team, supporting and mentoring volunteer officers, contributing to national event strategy, and maintaining a six-month forward events plan. The successful applicant will join a passionate national team of volunteers committed to promoting international affairs and fostering Australia's next generation of leaders.

KEY INFORMATION

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

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Event Planning	• Working with the Events team to manage in-person events. This includes research, event logistics, inviting speakers and venue bookings. • Drafting Event Proposals and aimed at engaging the next generation of Australian leaders.	50%

Networking	• Create and maintain relationships with a range of individuals and other related organisations in international affairs to run online events with.	25%
Representation	• Actively promote the work of Young Australians in International Affairs, including as event moderators • Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community	20%
Other duties as reasonably required	• May be negotiated with the Events Director/ Chief Events Officer as required	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 digital content or event management
- ✔ Communication skills

Applicants must be:

- ✔ Based in (or able to travel to) Melbourne, and
- ✔ Aged between 18 and 30, and an
- ✔ Australian citizen or permanent resident, or
- ✔ In Australia on a work or study visa.

INTERESTED?

Applications for the position of In-Person Events Officer should be addressed to Zuzanna Kaczynska, 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 cpo@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.

We are excited to hear from you!