



## Careers Director - 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 Director is responsible for developing careers resources for the organisation's followers. The successful applicant will manage and work closely with the Careers Officer to develop and maintain the organisation's Career Resources, Blog, and Job, Internship and Opportunities Board, and create and maintain partnerships with key stakeholders. The Careers Director will be a key member of the Extended Leadership Team and will work closely alongside other National Directors and Branch Directors.

### KEY INFORMATION

<b>Title:</b> Careers Director	<b>Length of Appointment:</b> 12 months (3 month probation period)
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<b>Reports To:</b> Chief Executive Officer	<b>Commitment:</b> 10 hours per week (approximately)
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<b>Role Type:</b> Voluntary - volunteers will not be remunerated for their time
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### ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Writing and editing</b>	<ul style="list-style-type: none"> <li>Coordinate written interviews for the Careers Spotlight series</li> <li>Write and edit articles for the Careers Blog</li> <li>Update and maintain the Jobs, Internships, and Opportunities Board</li> </ul>	25%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>Create and maintain relationships with a range of individuals and other related organisations in international affairs</li> <li>Seek collaboration with individuals and related organisations to expand the Careers portfolio of programs, including the Careers Blog, mentoring program, and ad-hoc events</li> </ul>	25%

<b>Planning</b>	<ul style="list-style-type: none"> <li>● Actively manage the Careers Blog by working with the Careers Officer to develop innovative ideas for articles</li> <li>● Create long-term plans for the Careers portfolio, including the website, programs, and events</li> </ul>	20%
<b>Representation</b>	<ul style="list-style-type: none"> <li>● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community</li> <li>● Actively promote the work of Young Australians in International Affairs</li> </ul>	10%
<b>Leadership</b>	<ul style="list-style-type: none"> <li>● Oversee the work of the Careers Officers to ensure the successful running of programs within the Careers portfolio, including updating the Jobs, Internships and Opportunities Board</li> <li>● Maintain regular phone and/ or email contact with the Careers Officers</li> </ul>	10%
<b>Reporting</b>	<ul style="list-style-type: none"> <li>● Liaise with and report back to the Executive Leadership Team about the operations of the Careers Section</li> <li>● Participate in monthly Extended Leadership Team meetings</li> </ul>	10%

## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent leadership, people management 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 Director should be addressed to Angus Russo, People and Culture Director, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to [a.russo@youngausint.org.au](mailto:a.russo@youngausint.org.au) AND [h.heritage@youngausint.org.au](mailto:h.heritage@youngausint.org.au) as one email by C.O.B. Saturday 2 September 2023.

Shortlisted candidates will be contacted for an interview (via phone call or Zoom).