



Melbourne 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 **Melbourne Events Officers** work in a local team alongside an Events leadership team, to organise events across a range of formats, including panels, delegations, conversations, receptions and workshops.

Events Officers will work closely as a team, in partnership with 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

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

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Event Planning	- Work with the Events team to manage in-person events. This includes event logistics and contacting prospective speakers. - Research international events and fields, draft proposals, make bookings and logistics, invite speakers	50%
Networking	Create and maintain relationships with a range of individuals and other organisations in international affairs. Promote YAIA events and initiatives.	25%
Representation	Actively promote the work of YAIA, including attending other international affairs events by invitation	20%

-
- Moderate or facilitate panels and workshops
 - Represent YAIA by communicating and interacting with members of the international affairs community
-

Other duties	• Negotiated with the Events Lead or Events Director as required	5%
---------------------	--	----

KEY SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated knowledge of and interest in international affairs
- Outstanding written and verbal communication
- Excellent time management and organisation

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- Previous experience in event management or organisation of events
- Communications skills, especially public speaking or presentation skills

OTHER CRITERIA

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!