



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.

KEY INFORMATION

Title: Careers Director	Length of Appointment: 12 months (3 month probation period)
Reports To: Chief Executive Officer	Commitment: 8 hours per week (approximately)
Role Type: Voluntary - volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Leadership & Planning	<ul style="list-style-type: none"> Provide strategic direction and long-term planning for the Careers portfolio, identifying priorities and opportunities to enhance its impact. Onboard, and support Careers Officers to ensure effective delivery of programs — including the Jobs, Internships and Opportunities Board, Careers Blog, and events. Delegate workload appropriately, maintain regular communication, and offer ongoing guidance to ensure smooth operations. Collaborate with Officers to develop innovative content for the Careers Blog and oversee continuous improvement across portfolio programs, the website, and new initiatives. 	35%

Writing and editing	<ul style="list-style-type: none"> • Coordinate written interviews for the Careers Spotlight series • Write and edit articles for the Careers Blog • Update and maintain the Jobs, Internships, and Opportunities Board 	25%
Networking and relationship management	<ul style="list-style-type: none"> • Cultivate and maintain relationships with key stakeholders, individuals, and organisations in the international affairs space to enhance the visibility and impact of the Careers portfolio. • Lead external engagement efforts to foster strategic collaborations, partnerships, and opportunities across programs — including the Careers Blog, mentoring program, and ad-hoc events. • Ensure stakeholder interactions are recorded, stewarded, and leveraged to support long-term engagement and portfolio growth. 	20%
Representation	<ul style="list-style-type: none"> • Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community • Actively promote the work of Young Australians in International Affairs 	10%
Reporting	<ul style="list-style-type: none"> • Liaise with and report back to the Executive Leadership Team about the operations of the Careers Section • Participate in monthly Extended Leadership Team meetings 	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
- ✓ In Australia, on a work and/or study visa

INTERESTED?

Applications for the position of Careers Director 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).

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).