



Digital 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 Digital Events Officer works with the Digital Events Director to organise weekly online events including panels, workshops and social events. The Events Officer will work closely with the Digital Events Team and key stakeholders to deliver online events. They will also assist in organising the 2021 Future Leader Series. The successful applicant will be part of a team of volunteers and contribute to the organisation and delivery of online events.

KEY INFORMATION

Title: Digital Events Officer	Length of Appointment: 12 months (3 month probation period)
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Reports To: Digital Events Director	Commitment: 5 hours per week (approximately)
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Role Type: Voluntary- volunteers will not be remunerated for their time
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ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Event Planning	<ul style="list-style-type: none"> Working with the Digital Events team to manage fortnightly online events. This includes event logistics and contacting prospective speakers. Drafting Event Proposals and aimed at engaging the next generation of Australian leaders. 	50%
Networking	<ul style="list-style-type: none"> Create and maintain relationships with a range of individuals and other related organisations in international affairs to run online events with. 	25%

Representation	<ul style="list-style-type: none"> ● Actively promote the work of Young Australians in International Affairs ● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community 	20%
Other duties as reasonably required	<ul style="list-style-type: none"> ● To be negotiated with the Digital Events Director as required 	5%

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 online content or event management

OTHER CRITERIA

Applicants must be:

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

INTERESTED?

Applications for the position of Digital Events Officer should be addressed to Fiona Ballentine, Director of Digital Events, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to f.ballentine@youngausint.org.au

Shortlisted candidates will be contacted for an interview (in person and/or Zoom).