



Sydney 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 **Sydney In-Person Events Officer** plays an important role in designing and delivering engaging events that connect young Australians with leaders, experts and professionals in international affairs.

Working as part of the Sydney Events team and alongside the Events leadership team, the successful applicant will contribute to the planning, coordination and delivery of regular in-person events, including panels, conversations, workshops, receptions and delegations.

The role involves collaborating with internal teams, external stakeholders and members of the international affairs community to create high-quality events that support YAIA's mission. There may also be opportunities to contribute to major YAIA initiatives, including the Future Leaders Series and National Conference.

KEY INFORMATION

Title: Events Officer	Length of Appointment: 12 months (3 month probation)
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Reports To: Chief Events Officer	Commitment: 3 hours per week (approx.)
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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 • Moderate or facilitate panels and workshops • Represent YAIA by communicating and interacting with members of the international affairs community	20%
Other duties	• Negotiated with the Chief Events Officer 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, digital content and/or hospitality
- ✓ Communications skills, especially public speaking or presentation skills

OTHER CRITERIA

Applicants must be:

- ✓ Based in (or able to travel to) Sydney, 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!