



## **VOLUNTEER INTERNSHIP**

### **What is it?**

The United Nations Association of Australia (UNAA) offers this competitive internship to give the selected intern the opportunity to work in a role directly reporting to the UNAA National Executive Director, while growing their skills and gaining extensive experience with one of the Australia's leading international affairs NGO's. Learn more about the UNAA at [www.unaa.org.au](http://www.unaa.org.au).

### **Who can apply?**

This internship is open to all university students and graduates.

### **What is involved?**

The successful applicant will report to the UNAA National Executive Director for six months. The internships will be unpaid and require a minimum of two days per week in the UNAA's small national office in Canberra, ACT. There is some flexibility for the successful applicant to work remotely from their home if based in another Australian State or Territory as performance will be judged on outcomes rather than physical presence in the office. The UNAA is largely decentralised with employees and volunteers based all over Australia.

The internship role will vary depending on the skills and experiences of the intern and current projects being undertaken by the UNAA. Applicants should be self-starters, energetic, innovative, possess high levels of integrity, able to maintain discretion on sensitive matters and willing to work on all manner of items from the interesting, such as speech or policy writing, to the heavy lifting tasks such as replying to email enquiries and coordinating events. The successful applicant will ideally have a background in at least one of law, public policy, government affairs, international relations, marketing, journalism or communications. Applicants should



be flexible and be prepared to work in areas in which they have had no previous experience.

**When is it?**

This internship has some flexibility but will ideally run for six months from approximately January 2016 to late July 2016.

**How do I apply?**

1. Read the position description below.
2. Write a short document that addresses these selection criteria questions (no more than 250 words per answer)

A: Why do you wish to undertake an internship with the UNAA?

B: Outline from your skills and experience how you will add value as an intern?

C: What do you hope to learn and gain from completing an internship with the UNAA?

3. Create a single document application (e.g. a single merged pdf (There are free tools to do this online) or Word document). Make sure this includes a cover letter, your resume, profile photo and a document addressing the selection criteria.
4. Send your completed application to [admin@unaa.org.au](mailto:admin@unaa.org.au) with the subject line "UNAA National Internship Application – January 2016".

**APPLICATIONS CLOSE ON FRIDAY 1<sup>st</sup> November 2015 AT 11:59PM**

ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED – We are unable to provide feedback on individual applications.

For any more information please contact [admin@unaa.org.au](mailto:admin@unaa.org.au).



## **POSITION DESCRIPTION**

**Position name:**

UNAA National Intern

**Location:**

UNAA National Office

Suite 206, Griffin Centre, 20 Genge St. Canberra City, ACT 2601 Australia

(Potential flexibility to be based elsewhere)

**Attendance:**

Two days a week (Days of attendance are flexible)

Hours: 9am to 6pm (Or equivalent to 18 hours per week)

Due to the nature of the UNAA there will be times that the successful applicant may need to work slightly longer hours.

**Direct report:**

This role reports directly to the UNAA National Executive Director.

**Tasks may include, but are not limited to:**

- Writing and preparing speeches and policy documents for the UNAA
- Developing external public relations/communications strategies for the UNAA
- Writing and preparing press releases and/or press kits for the UNAA
- Editing the work of others
- Coordinating public and member events for the UNAA
- Managing stakeholder enquiries received via phone lines, post and email boxes of the UNAA
- Undertaking research projects on topical international issues
- Maintaining online content via the UNAA's website content management systems
- Researching and creating content for the identified audiences of the UNAA, such as articles for the UNAA 'UNity' Newsletter or Fact Sheets on key UN topics for dissemination to members (e.g. A fact sheet that explores the outcomes and success of Australia's recent seat on the UN Security Council)
- Supporting and helping to coordinate the fundraising efforts of the UNAA
- Developing new internal policies, processes and procedures for the UNAA and documenting these in an operations manual
- Supporting the National Executive Director and the national office in any other way deemed necessary



### **Selection criteria**

- Excellent written and oral communication skills
- Proven ability to write clearly and concisely in English
- A strong familiarity with the Microsoft Office suite, particularly Word and Excel
- Research skills
- Studying or completed studies in the fields of law, public policy, government affairs, international relations, marketing, journalism or communications
- Strong organisational and interpersonal skills
- Initiative and the ability to consider solutions creatively
- Ability to be a self starter that takes personal initiative and requires minimal management control, yet equally is willing to abide by management directives
- Ability to work professionally and constructively with all the UNAA National Offices diverse stakeholders of varying levels of talent, experience, age and background
- Commitment and passion for the UNAA's charitable mission
- An understanding of international affairs
- A drive to meet and exceed their manager's expectations
- Responses to the designated selection criteria questions

### **Benefits**

This position will allow the successful candidate to:

- Work as a volunteer of the UNAA national office reporting directly to the UNAA National Executive Director
- Build their resume and gain experience working for an internationally recognised brand and NGO
- Deepen both hard and soft personal skills
- Gain experience in an office environment
- Develop experience and skills working under the guidance of the Executive Director
- Learn about the work of both the UN and UNAA
- Gain a greater real world understanding of government and international affairs
- Develop relationships with a network of talented volunteers and qualified professionals