

ADMINISTRATION AND EVENTS INTERNSHIP

Duration: Mid/end November 2019 – End March 2020

Attendance: Three (3) days (approximately 18 hours) per week (days of attendance are flexible)

Location: UN Women Australia office, Canberra

ABOUT UN WOMEN AUSTRALIA:

A global champion for women and girls, UN Women is the United Nations entity responsible for promoting women's empowerment and gender equality and was established to accelerate progress to meet the needs of women and girls worldwide.

UN Women National Committee Australia exists to raise funds for and awareness of UN Women's work in the Pacific and around the world.

PURPOSE:

In March of each year, UN Women Australia facilitates six (6) major International Women's Day events around the country, attended by more than 8,000 men and women from across the corporate sector, government and the community. UN Women Australia also supports hundreds of community IWD events around the country.

With additional events scheduled for 2020, UN Women NCA has an opportunity for an intern to gain university or tertiary institution course credit through assisting with delivery of these events.

The role of the Administration and Events intern involves providing critical administrative and event support to our team, as well as helping us to grow our supporter base throughout International Women's Day. The intern gains valuable experience including, but not limited to:

- Experience in a non-profit organisation and working within a small dynamic team
- Learn new skills in fundraising, events and supporter communications
- Understanding of key themes of UN Women and UN Women's approach to achieving gender equality
- Enhanced professional communication skills through phone, email and letter writing
- Personal development in areas of interest to the intern
- Course credit from their university or tertiary institution
- The opportunity to attend one or more of the IWD events

WHO YOU ARE:

- You're experienced in event support, fundraising, project management, marketing, administration or other relevant field
- You're a confident communicator in both written and verbal formats, with an ability to engage with various audiences
- You have a keen eye for detail
- You possess strong organisational, time management and problem solving skills
- You have sound judgement and can work in high pressure environments, meet deadlines and manage arising and unforeseen tasks

- You're self-motivated and a team player, able to work independently and in collaboration with others
- You're passionate about gender equality and the empowerment of women and girls

INDICATIVE TASKS:

- Provide administrative and event support in the lead up to and following International Women's Day
- Assist with basic office duties including responding to enquiries by phone, email and other means
- Assist in ticket and ribbons sales outreach for International Women's Day, including making calls to key contacts
- Assist with preparation and development of event materials
- Assist in the development of correspondence to sponsors, Government and VIP guests
- Assist in supporting community fundraisers by answering enquiries, creating Authority to Fundraise Certificates, providing event materials and other similar duties
- Investigate new and innovative ways for UN Women Australia to increase support for IWD

To Apply: Applicants should submit *a single document labelled 'Surname_Given Name'*, consisting of:

- Maximum one page cover letter to briefly introduce yourself and tell us why you are interested in the role.
- Your CV.
- Statement against each of the below selection criteria.

Submit your application to admin@unwomen.org.au with the subject line 'Intern Application'.

Applications close 9:00am Wednesday 25th September 2019.

SELECTION CRITERIA

Essential Criteria

1. Exceptional written and verbal communication skills with high level of confidence.
2. Experience in fundraising and/or project management.
3. Experience with Microsoft Excel, Word, and Outlook at an intermediate level.
4. High level of organisational skills and attention to detail.
5. Ability to prioritise workload.
6. Self motivated and able to work cooperatively within a small team.
7. Ability to earn course credit for this opportunity through your university or tertiary institution.
8. Must be a current financial member of UN Women Australia – new members can [sign up here](#).

Desirable

1. An understanding of and/or interest in learning about gender issues facing women and girls in Australia and internationally.
2. Experience in liaising with internal and external stakeholders.