



AustCham Internship Program

Position Title: AustCham Intern (Industry and Advocacy)

AustCham offers 3 month internships on a rolling basis throughout the year.

Key Responsibilities

- Industry Research.
- Drafting AustCham reports and related materials for Industry Roundtables.
- Keeping abreast latest policy and regulation developments that may be of relevance to AustCham members.
- Liaising with AustCham members to organise Update events and facilitate information-sharing amongst industry clusters.
- Finding creative topics for AustCham Podcast series that either serve to inform AustCham members, or give members an opportunity to showcase their expertise.
- General administrative duties.
- Other duties as assigned.

Qualifications Required

- Final year Bachelor's Degree student or recent graduate.
- Computer literacy (Proficiency in Microsoft Excel a bonus).
- Excellent verbal and written communication skills in English (Chinese language skills highly regarded).
- Strong and flexible work ethic.
- Demonstrated interest in and knowledge of Australia-China business and government relations.

General Awareness

Understands the considerations and values of a non-profit, membership based organization. Ability to work in a small team environment, contribute positively to local atmosphere and deliver on job responsibilities.

Availability

Applicants must be available to start as soon as possible. Full time and part time arrangements available.

Applicants are to email a one page CV and one page cover letter to korri.weekes@austcham.org