



## **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 [dean.rawlings@austcham.org](mailto:dean.rawlings@austcham.org)