

## **AUSTCHAM CHINA INTERNSHIP PROGRAM**

**Job Title:** Database and Digital Media Intern

**Location:** AustCham China Beijing office

**Duration of work:** Three (3) months'. Full-time (preferred) or part-time (if part-time, Interns will need to be available for a minimum of 20 hours between Monday and Friday during business hours)

### **Job Description**

We are looking for a highly motivated and committed intern, enthusiastic about design and customer service, to assist us with database development and digital media.

AustCham China utilises the Glue-up customer relationship management (CRM) database to store contact details of its members and prospective members, process payment for events, as well as to compile and disseminate event advertising campaigns. The intern will help collate and input member data onto the new system. In addition, the intern will assist to setup an invoice system in which invoices are automatically issued to our member organisations based on their membership expiry date.

The Intern will concurrently focus on digital media to create artwork and materials for various media platforms such as the website and social media. Responsibilities also include the planning of marketing campaigns for digital platforms. To be successful as a digital media specialist, you should stay up to date with the latest digital communication software and ensure the company is visually portrayed to a high standard on platforms such as Website, Wechat, Weibo, and LinkedIn.

This is a great opportunity for someone who would like to gain more experience of the NGO and international affairs sector. The intern will be given well-defined projects to complete, through which they will learn about database management and gain valuable experience in researching and designing advertising material for events.

The intern will report to the Operations Manager for both the database and digital media components. The Operations Manager will provide training and guidance on all duties.

### **Key Duties:**

#### 1) Database management

- To enter and update database with prescribed data, reviewing a variety of stored documents against each case to ascertain correct data input requirements.
- To classify information in order to enter data accurately.
- To verify data by reviewing and amending data as deemed necessary.
- To comply with data integrity and data protection policies, ensuring member information is kept confidential and discretion is applied.
- To be proactive in highlighting problems/potential problems to the Operations Manager in a timely manner.

Experience, qualifications and requirements:

- Good IT skills and knowledge of MS Office suite (Excel, Word, PowerPoint) essential
- Strong creative graphic design skills with software such as canva.com or Adobe Creative Suite (Photoshop, Publisher, InDesign, Illustrator)
- Ability to understand and fully comply with documented processes and procedures essential
- Research experience preferred
- Attention to detail essential
- Generate creative ideas for digital marketing and promotional initiatives
- Interest in international affairs, with interest in the China-Australia relationship preferred.
- Some experience of working with databases desirable

The China-Australia Chamber of Commerce (AustCham China) was established in 1996 and is registered with the Ministry of Civil Affairs of the People's Republic of China. AustCham China is the peak industry body in China representing Australian companies and has as its goal the advancement of the broader Australia-China business relationship through the effective representation of its 400 members.

We achieve this through building connections between our members and broader stakeholders in Australia and China, delivery of effective advocacy programs and provision of information and insights through our business events and online platform.

Core to our ability to deliver on our mission are our member-led industry forums. All of our events have a strong industry focus. We release White Papers and industry specific position papers throughout the year, an important medium for communicating member priorities. The Chamber regularly engages with government and other key stakeholders on issues of concern to members and actively contributes to the public debate. Importantly, AustCham China runs unique programs for students of Australian universities and recent graduates which provide opportunities for work experience.

To apply please send a CV (2 pages maximum) and covering letter (1 page maximum) to Charlie Davison on [charlie.davison@austcham.org](mailto:charlie.davison@austcham.org)