



UNAA Young Professionals QLD Board Positions 2017

Subject Matter Expert (SME)

SME's research and write on issues relating to the United Nations and its corresponding Sustainable Development Goals. As the UN has varied objectives, SME's are able to develop their interest in the fields of international relations, global crisis management, environmental change, security, diplomacy and population health among many others. They are expected to write at least one article per month for publishing, as well as contributing their ideas towards event planning and team meetings.

To be successful in this role, it is desirable that you:

- Possess strong interpersonal and written communication skills
- Have the ability to work to a pre-determined schedule for publishing

Above all else, the ability to work openly and honestly with fellow team members is a must.

SME's will report to the Editor-in-chief and UNAA YPQ Convenors.

Events Manager

The Events Manager will, along with fellow team members, create an idea or theme for a seminar or networking night preferably in line with one or more of the UN's Sustainable Development Goals. As such, they are required to source guest speakers, develop an event agenda, coordinate venue logistics, as well as liaise with the marketing and graphics team to ensure material is advertised in a timely manner across appropriate channels. The first event for the year is scheduled for early March.

To be successful in this role, it is desirable that you:

- Demonstrate experience or qualifications in event organisation
- Possess strong interpersonal communication skills (native English speaker preferred)
- Confidence in liaising with external community, business, academic and governmental leaders in order to facilitate the successful execution of events
- Have the ability to work as part of a team, endorsing the values of openness and honesty with your fellow UNAA YPQ team.

The Event Manager will report to UNAA YPQ Convenors.



Events Assistant

The role of Events Assistant is to act in support of the Events Manager in their duties, working closely with them as well as the wider community to implement the ideas of UNAA YPQ.

To be successful in this role, it is desirable that you:

- Demonstrate experience or qualifications in event organisation.
- Possess strong interpersonal communication skills
- Confidence in liaising with external community, businesses, academic and governmental organisations in order to facilitate the successful execution of events;
- Have the ability to work as part of a team, endorsing the values of openness and honesty with your fellow UNAA YPQ team.

The Events Assistant will report to UNAA YPQ Convenors as well as the Events Manager.

Social Media Assistant

The Social Media Assistant will work closely with the Public Relations and Social Media Manager to ensure active and clear communication is maintained with the wider UNAA YPQ community in line with branding guidelines. This will potentially involve the use of Hootsuite and other scheduling software to manage our facebook, twitter and instagram accounts, in the interests of engaging and presenting the ideals of the organisation to the wider public. You may also be required to provide timely responses to any social media enquiries.

This role plays an integral part in the development of the UNAA YPQ online profile.

To be successful in this role, it is desirable that you:

- Have previous experience with all social media platforms mentioned above.
- Possess enthusiasm for harnessing the potential of social media in empowering our brand.
- Possess strong interpersonal and written communication skills
- Be willing to work honestly and openly with the Social Media Manager and Editor-In-Chief, as well as all other team members.

This role reports to the Social Media Manager and the Convenors.



**United Nations
Association
of Australia
Young Professionals**

Editor-In-Chief

The Editor-In-Chief is responsible for maintaining the highest standard of communication and clarity across all internal and external publications of UNAA YPQ in line with branding guidelines. They will be in charge of editing and publishing SME work online as well as overseeing communications being sent out to members and the wider community.

This role will work closely with the UNAA YPQ Convenors in developing education and online strategies moving forward with the organisation.

To be successful in this role, it is desirable that you:

- Demonstrate experience and enthusiasm for journalism, public relations, and communications.
- Possess complete fluency in English (English as a first language is preferable).
- Be confident in coordinating a team of SME's in their article researching and publishing.
- Have the ability to work as part of a team, endorsing the values of openness and honesty with your fellow UNAA YPQ team members.

The Editor-In-Chief will report to UNAA YPQ Convenors.

REMEMBER APPLICATIONS CLOSE 17TH JANUARY, 2017, WITH INTERVIEWS TO FOLLOW JANUARY 19TH-22ND. To apply, please send your most recent CV and a cover letter (no longer than 500 words) to gldyp@unaa.org.au.