

## **VOLUNTEER INTERNSHIP**

The United Nations Association of Australia (UNAA) offers this competitive internship for the selected intern to work in the National Office in Canberra, reporting directly to the National Executive Director. The intern will have the opportunity to grow their skills and gain experience with one of Australia's leading international affairs NGOs.

The UNAA works to inform, inspire, and engage all Australians regarding the work, goals, and values of the United Nations to create a safer, fairer, and more sustainable world. Learn more about the UNAA at [www.unaa.org.au](http://www.unaa.org.au).

### **Who can apply?**

This internship is open to all university students and graduates who will be based in Canberra for the duration of the internship.

### **What is involved?**

The successful applicant will work in the UNAA National Office, reporting to the National Executive Director for a continuous period of six months. The internships will be unpaid and require a minimum of two days per week.

The internship role will vary depending on the skills and experience of the intern and current projects being undertaken by the UNAA. Applicants should be self-starters, energetic, innovative, possess high levels of integrity, able to maintain discretion on sensitive matters, and willing to work on all manner of items from the interesting, such as speech writing, developing policy positions or organising events, and other tasks such as general office administration. The successful applicant will ideally have a background in law, public policy, government affairs, international relations, marketing, journalism, or communications. Applicants should be flexible and be prepared to work in areas in which they have had no previous experience.

### **When is it?**

The start date of this internship has some flexibility, but will ideally run for six months between August 2019 and February 2020.

### **How to apply**

1. Read the position description below.

#### **United Nations Association of Australia**

National Patron: His Excellency General the Honourable Sir Peter Cosgrove AK MC (Ret'd)

National President: Major General Michael G Smith AO (Ret'd)

Office 206, Griffin Centre, 20 Genge St, Canberra, ACT 2601

P: 0414 266 932 | E: [admin@unaa.org.au](mailto:admin@unaa.org.au) | [www.unaa.org.au](http://www.unaa.org.au)

2. Write a one page cover letter addressing the following questions with consideration to the selection criteria:
  - a. Why do you wish to undertake an internship with the UNAA?
  - b. What skills and experience will you bring to your role as an intern?
  - c. What do you hope to learn from an internship with the UNAA?
3. Create a single document application including your cover letter, CV, and a profile photo.
4. Send your completed application to [admin@unaa.org.au](mailto:admin@unaa.org.au) with the subject line 'UNAA National Internship Application – Mid-Year Intake 2019'.

### **APPLICATIONS CLOSE 26<sup>TH</sup> JULY 2019 AT 11:59PM**

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED – Due to the large number of applications we receive, we are unable to provide feedback on individual applications.

For any more information, please contact [admin@unaa.org.au](mailto:admin@unaa.org.au).

## **Position Description**

### UNAA National Intern

**Location:** UNAA National Office  
Suite 206, Griffin Centre, 20 Genge Street, Canberra City, ACT 2601

The applicant must be based in Canberra for the duration of the internship.

**Attendance:** Two days per week (days of attendance are flexible).

**Hours:** 9am to 3pm (estimated time commitment at least 12 hours per week).

Due to the nature of the UNAA, there will be times that the successful applicant may need to work slightly longer hours.

**Direct report:** The role reports directly to the UNAA National Executive Director.

### **Tasks may include, but are not limited to:**

- Writing and preparing speeches and policy documents for the UNAA
- Developing external public relations and communications strategies for the UNAA
- Writing and preparing press releases and press kits for the UNAA
- Editing the work of others
- Coordinating public and member events for the UNAA



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- Managing stakeholder enquiries received by phone, post, and email
- Undertaking research projects on topical international issues
- Maintaining online content via the UNAA's website content management systems
- Researching and creating content for the UNAA's varied audience, such as fact sheets on key UN topics for dissemination to members
- Supporting and helping to coordinate the fundraising efforts of the UNAA
- Developing new internal policies, processes, and procedures of the UNAA
- Supporting the National Executive Director and the National Office in any other way deemed necessary

### **Selection Criteria**

- Excellent written and oral communication skills
- Studying or completed studies in the fields of law, public policy, government affairs, international relations, marketing, journalism, or communications
- Strong organisational and interpersonal skills
- Initiative and the ability to consider solutions creatively
- Ability to be a self-starter that takes personal initiative and requires minimal supervision, yet equally willing to take direction
- Ability to work professionally and constructively with a range of stakeholders
- Commitment and passion for the UNAA's charitable mission
- An understanding of international affairs and the functions of the United Nations
- A drive to meet and exceed expectations

### **Benefits**

- Work as a volunteer of the UNAA National Office reporting directly to the UNAA National Executive Director and National Office
- Build your resume and gain experience working for an internationally recognised brand and NGO
- Gain experience in an office environment
- Develop experience and skills working under the guidance of the National Executive Director
- Learn about the work of both the United Nations and the UNAA
- Gain a greater real world understanding of government and international affairs
- Develop relationships with a network of talented volunteers and qualified professionals

