ASIALINK (SYDNEY) INTERNSHIP PROGRAM

Asialink recruits for its Sydney Internship program two to three times a year. Based at the Sydney office, internship positions are unpaid and require one (maximum two) day(s) per week over 12 weeks.

Applications open approximately 6-8 weeks prior to the start date and an exit interview will be held at the close of the internship to obtain feedback that ensures the program continues to provide interns with valuable learning experience.

Asialink is not able to provide interns with:
- Monetary allowances or remuneration
- Accommodation or accommodation allowances
- Travel allowance

ABOUT ASIALINK

Asialink is Australia’s leading centre for the promotion of public understanding of the countries of Asia and of Australia’s role in the region. It is a key provider of information, training and professional networks. Asialink works with business, government, philanthropic and cultural partners to initiate and strengthen Australia-Asia engagement.
POSITION DESCRIPTION

Location: Asialink (Sydney)
117 York St
Sydney NSW 2000

Attendance: One or two days per week (day(s) of attendance are flexible)

Hours: 9am to 5pm (with option to attend occasional events outside those hours)

Direct report: Asialink Manager of Partnerships and Development

Applications Open: 25th March
Applications Close: 18th April
Shortlisting by ACYA: 21st April
Interviews with Asialink: 28th April
Internship Commences: 5th May (for 12 weeks)

An Asialink internship is an opportunity to be involved with Australia’s leading centre for Asia-Australia engagement, to expand knowledge of Asia-Australia issues across government, business, arts and education, and to develop Asia-Australia contacts and capabilities.

Tasks include (but are not limited to):

- Research assistance
- Corporate partnership development support and other stakeholder outreach and campaigns
- Web & print communications writing
- Potential collateral design work (print, e-communications, proposals and PowerPoint)
- Strategic brainstorming sessions
- Assisting with planning, curating and implementing events and other initiatives
- Participating in internal staff and other meetings as required (and relevant)
- Handover training to new intern at the end of the internship

Benefits

The successful candidate will gain:

- Deeper research and reporting skills
- Development of communication and analytical ability
- Experience communicating with people from a range of industries and sectors
- A close understanding of Asialink and its work, in particular that of Asialink’s business capability division, Asialink Business

Selection criteria

- Good written and verbal communication skills (particularly editing and proofreading)
- Demonstrated research ability
- Basic knowledge in Microsoft Office suite (knowledge of Photoshop, InDesign and iMovie or Final Cut Pro highly regarded)
- Self-motivated individual with strong interpersonal skills
- Initiative and the ability to work independently whilst being part of a team
- Willingness to learn and undertake a variety of tasks
- Demonstrated interest in Asia and Asia-Australia affairs
- Asian language skills (regarded favourably)
- Ability to prioritise and work efficiently
How to apply

To apply for the position and make an important contribution to Australia’s engagement with Asia, please email your resume and a cover letter addressed to Asialink to gm_aus@acya.org.au, with an email subject line structured as follows:

- Asialink Internship Application – [Name]

ACYA will review the applications and determine a shortlist of candidates. Asialink will select an intern after interviewing the shortlisted candidates.

In your cover letter (no more than one page), please explain why you would like to intern for Asialink in Sydney and why you are suitable for the role.

Please note that applications without a cover letter will not be considered.