

Events Internship

Intern start date is **14 May 2012**.

Role description

The Events Intern will assist the Marketing team by providing back office support for Opportunity International Australia's fundraising activities. Duties include assisting with events and campaigns as well as insight trips.

Intern responsibilities

- Design and write invitations
- Support our events and campaigns
- Source supplier quotes
- Research and compile guest profiles
- Assist with administration and planning of insight trips
- Assist brainstorming sessions
- Handover training to new intern at the end of the internship

The intern will have the opportunity to attend fortnightly meetings with the Marketing & Communications team and regular staff led meetings with interns from other departments. A project plan is provided to each intern that outlines their responsibilities and provides structure to the program.

Application requirements

- Commitment to work voluntarily, **three days per week** over the period of at least four and a half months, in the Opportunity Sydney office
- Clear written and verbal communication skills
- Proficiency in writing, editing and proofreading
- Initiative and the ability to work independently while part of a team
- Ability to multi-task, prioritise and work efficiently
- Meticulous attention to detail
- Basic knowledge in Microsoft Word, Publisher, Excel and Outlook
- Willingness to learn and undertake a variety of tasks
- Self-motivated and a creative thinker
- Skills in Adobe Indesign, Illustrator and Photoshop are desirable but not essential

Criteria for selection

Interns will be selected based on the intern selection committee's judgement of best suitability to the following criteria:

- Commitment to the core values and aims of Opportunity
- Skills suitability (as per the application requirements)
- Commitment to the internship program
- Passion for poverty alleviation and microfinance
- Compassionate, flexible and cooperative
- Cultural fit with the Opportunity team

How to apply

To apply for the voluntary Events Internship and make an important contribution to the fight against poverty, simply email us your resume and a **cover letter (no more than one page)** to intern@opportunity.org.au. In the cover letter, please explain why you would like to intern for our Opportunity and how you think it could benefit your professional career. Please note that applications without a cover letter will not be considered.

Applications close **6 April 2012**. Intern start date is **14 May 2012**.