

Administration Internship

About us

Opportunity International Australia exists to provide opportunities for people living in poverty to transform their lives. With over 35 years' experience in microfinance and support services, we use a business approach to solve poverty. Rather than a hand-out, we provide our clients with a loan as small as \$100 to help grow their small business. This enables them to earn an income and afford food, water, shelter and an education for their children. Motivated by Jesus Christ's call to serve the poor, we believe in the potential of people regardless of their gender, ethnicity or religious affiliation.



A client with her children in Hyderabad, India.

Part of the global Opportunity International Network (with support partners in the United States, United Kingdom, Canada and Germany), Opportunity Australia currently focuses its work in three countries – India, Indonesia and the Philippines, serving more than two million people with microfinance and community development programs. You can join us as we work to help millions more leave poverty behind for good.

Working with Opportunity Australia

As a small and vibrant team, we are passionate about the poor and dedicated to our role in eradicating poverty. We cultivate a friendly, professional culture where staff can apply their talents and skills with the knowledge that they are making a real difference.



A client with his business in Indonesia.

As an organisation founded on Christian values, all staff uphold and support the organisation's core values of respect, integrity, stewardship and commitment to the poor.

Opportunity Australia is a highly regarded non-profit organisation. An internship with us will provide you with valuable on-the-job training and exposure to how the 'back office' of a development organisation operates. Not only will you build your skills and assist the team with interesting projects, an internship with Opportunity Australia will also highlight your initiative and commitment to future employers.

Description of the program

Opportunity Australia offers an internship working in Administration, located at their head office in Sydney CBD.

Our internships are an exclusive opportunity for interns to make an important contribution to our organisation and therefore the clients who we serve, as they gain insight and develop their skills in a practical environment.

Each internship runs for a period of at least four months where interns undertake full-time work, gaining invaluable knowledge and skills for future employment.

The internship focuses on administration and customer service but will also include exposure to other functions within the organisation. It may also be possible to work with other departments depending on the priorities of the organisation at the time.

Application requirements

- Commitment to work full-time over the period of at least four months
- Commitment to the core values and aims of Opportunity Australia
- Initiative and the ability to work independently while part of a team
- Willingness to learn and undertake a variety of tasks
- Ability to multi-task, prioritise and work efficiently
- Flexibility to assist with ad-hoc tasks as required
- Innovative in your approach
- Good organisational skills
- Good communication skills (written and verbal)
- Be meticulous in your attention to detail
- Good MS Office skills, with particular emphasis on Outlook, Word and Excel

Program details

The regular tasks which the Administration intern is involved in are:

- Receptionist answering incoming phone calls
- Answer the front door and warmly greet visitors offering refreshments
- Management of incoming and outgoing mail
- Support campaigns and events with admin and logistical assistance
- Source and analyse supplier quotes
- Maintenance of office supplies, stationary and equipment
- Providing general administration assistance and support to all departments
- Action and assist with donor acknowledgement process
- Assist with progress reporting to donors

- Data entry into database
- Coordinate and book domestic and international travel
- Research projects as required
- Manage volunteers assigned ad-hoc projects and other administration
- Handover and assist with training of new intern at the end of the internship

A timetable will be provided to each intern which outlines their responsibilities and provides structure to the program.

The intern will gain high level exposure to other departments such as Corporate Services, Marketing and Communications, Donor Services and Strategic Services. This provides interns with a "big picture" approach to our organisation and allows them to interact with other teams.



"While working with Opportunity Australia I really felt like part of the team and I enjoyed the challenge of the interesting work I was given. My time at Opportunity allowed me to develop my skills in accounting which I'm sure will help me in my future career aspirations. "
Mandy Pirch, Opportunity Australia Intern 2009



A client with her business in the Philippines.

Criteria for selection

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

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

Benefits of undertaking an internship at Opportunity Australia

- We cultivate a friendly, professional culture where interns can apply their talents and skills with the knowledge that they are making a real difference.
- We treat our volunteers and interns like regular staff members – interns are included in staff meetings and discussions, providing equal exposure to see how Opportunity Australia functions as an organisation and how different departments interact with each other.
- Gain an overall view of how a development organisation functions.
- Gain valuable on-the-job training.
- Demonstrates initiative and commitment to future employers.
- Official certificate of completion for the internship program.
- Make an important contribution to the fight against the injustice of poverty.

Schedule for 2010 intake for the Administration Internship

	Current	Next
Applications open	1 July 2010	5 Nov 2010
Applications close	14 July 2010	19 Nov 2010
Interviews Complete	19 July 2010	26 Nov 2010
Offer made	20 July 2010	29 Nov 2010
Intern start date	26 July 2010	6 Dec 2010
Intern completion	16 Dec 2010	May 2011

To apply for this exciting internship position, please email your resume with a covering letter explaining why you would like to intern with our organisation to Emma Pearson at epearson@opportunity.org.au. Please note that applications without a covering letter will not be considered. Please state you are applying for the Administration Internship.