



**GLOBAL VOICES**

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## Communication Design and Marketing Internship

Internship Overview	
Position Title	Communication Design & Marketing Internship
Organisation	Global Voices
Contact Details	Website <a href="http://globalvoices.org.au/">http://globalvoices.org.au/</a> Facebook <a href="http://www.facebook.com/globalvoicesau">http://www.facebook.com/globalvoicesau</a> Email <a href="mailto:romy@globalvoices.org.au">romy@globalvoices.org.au</a>
FairWork Compliance	<p>To be eligible to undertake the internship you must be enrolled in a tertiary course with a relevant internship unit/component. You must seek approval from your course supervisor (or other relevant academic staff member). Global Voices supports all of our interns in fulfilling course credit or other academic requirements. The particulars of which would be confirmed prior to the start date.</p> <p>The internship is offered in line with the Fairwork 'Vocational Placement' requirements. Please see the <a href="#">Fairwork website</a> for more information.</p>
Duration of Position	3 – 6 months (dependent on course requirements)
Start Date	Week commencing, April 17, 2017
Team Structure	Our Executive Team works at the Foundation for Young Australians' (FYA) co-working space, located in the Melbourne CBD. You will work predominantly on a one-to-one basis with the Marketing and Communications Manager and have opportunities to work alongside other members of our team.
Reports to	Marketing & Communications Manager
Hours & Days of Work	Two days a week (0.4 EFT): one day a week at our Melbourne CBD office with the remaining hours undertaken remotely.

## Organisation Overview

Global Voices is an independent, not-for-profit organisation with a mission to provide opportunities for young Australians to engage with international affairs. We partner with universities across Australia to provide our delegates with exclusive access and exposure to high-level foreign policy forums and summits.

Delegates who attend these international forums will undertake research with the support of academic supervisors to create practicable policy recommendations for publication.

Our scholars are able to meet other young, likeminded individuals as well as leaders in government, foreign policymaking, and international trade at a crucial juncture in their careers.

Our Executive Team is based in Melbourne and consists of six young professionals.

## Internship Overview

Global Voices is currently in the process of refreshing and relaunching our brand. We are looking for an enthusiastic and creative graphic designer and/or communications specialist to work alongside our Marketing & Communications Manager to assist with the project.

Key responsibilities include:

- Developing creative concepts for our social media and student recruitment campaigns
- Designing and developing print material
- Managing social media platforms (Twitter, Instagram and Facebook)
- Digital Design; including EDM, web banners and social
- Assisting our Marketing & Communications with managing the Global Voices social community
- Assisting in Website management

The intern must be capable of working independently and enjoy taking ownership over tasks and projects. This internship is ideal for anyone keen to start a career in the advertising and communications industry.

This is also a great opportunity to build your professional networks. All of our previous interns have gained full-time work in the advertising, media and creative industries.

## Selection Criteria

- Currently undertaking a tertiary qualification in either communication design, graphic design or advertising (or other relevant discipline)
- Experience using Adobe Creative Cloud suite
- Experience working on or managing design projects
- High attention to detail
- Excellent communications skills
- Can undertake this internship as part of a recognised course at a host institution

## Desirable Skills & Experience

- Interest in foreign policy and international affairs
- Experience working for a non-profit organisation
- Experience using web-based design applications (e.g. Canva)

## Additional Requirements

- Be able to commit approximately 0.4 EFT (12 hours per week)
- Must have a personal laptop/device to undertake work

## Preparing Your Application

As part of your application, please submit a Cover Letter with your CV. Your Cover Letter must address the following:

1. Why do I feel that joining the Global Voices team is the right thing for me at this time in my life and tertiary career?
2. How do I match the Selection Criteria (see above): Write a brief summary of your most relevant experiences and achievements.

Your cover letter should not exceed one page.

## How to Apply

To apply please send the following to [romy@globalvoices.org.au](mailto:romy@globalvoices.org.au) with the subject line 'Application for Internship'

- A Cover Letter and CV including two referees; and
- Any relevant documents from your tertiary institution related to the internship requirements.

**Applications Close: 30th March 2017, 5pm (AEST)**

**Interview Period: 10<sup>th</sup> – 14<sup>th</sup> April 2017**

Shortlisted candidates will be invited for an in-person interview in our Melbourne CBD offices.

For any queries, please email [romy@globalvoices.org.au](mailto:romy@globalvoices.org.au)