

## Summer Communications and Event Interns + conference volunteers

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The Development Policy Centre at ANU is seeking Summer Communications and Events Interns (x2). This position would be ideally suited for an undergraduate student seeking experience in communications, event management or development.

The position would require a commitment of one or two days per week through January, plus being available to assist at the Australasian Aid Conference on February 10 and 11, 2016. Hours will be flexible to accommodate other commitments, but being available to assist during the conference week for the final preparations, and on the days of the conference, is required.

The intern would be asked to assist on the following tasks:

- Updating and expanding the centre's contact lists.
- Assisting in media outreach work and report drafting, as requested.
- Providing substantive support on the organisation and running of the 2016 Australasian Aid Conference, including physical and administrative tasks, such as setting up rooms and preparing nametags.
- Other administrative assistance as requested.

In return for their service, the intern would:

- Be able to attend our flagship 2016 Australasian Aid Conference for free, including the conference dinner.
- Have the opportunity to network with those in the development sector.
- Receive feedback on their work and writing.
- Build their social media profile in the sector through tweeting about the conference.
- Gain professional experience.
- Learn more about development and the work of the Development Policy Centre.

Experience in any of the following areas would be an asset:

- Photography
- Social media
- Writing/editing
- Administration
- Studies in international development, economics, event management, communications or a related field.

To apply, send your CV and a short email outlining your interest and availability to [ashlee.betteridge@anu.edu.au](mailto:ashlee.betteridge@anu.edu.au). Internship applications will be considered on a rolling basis until 11 December 2015.

Please note that this internship position is unpaid.

In addition to the internship, we are also seeking volunteers for the days of the conference. For any inquiries, please contact Ashlee Betteridge ([ashlee.betteridge@anu.edu.au](mailto:ashlee.betteridge@anu.edu.au)).