



ASEAN-Australia Strategic Youth Partnership

Newsletter Editor

We are seeking a passionate individual to join our Operations team as our Newsletter Editor.

About the role:

The ASEAN-Australia Strategic Youth Partnership (AASYP) is a charitable Australian Company Limited by Guarantee. AASYP is reshaping diplomacy by elevating young people to become leaders in the ASEAN-Australia relationship. We strive to do this by equipping young people with the essential knowledge, skills and platform to engage with pressing regional problems.

One way of delivering value to our members is curating a regular newsletter. This newsletter discusses the latest news on ASEAN-Australia affairs, features career and professional opportunities and showcases our latest blog submissions.

The newsletter is sent to members regularly, so our ideal Newsletter Editor should be high organised and have sound time management skills. They should also be able to work effectively with a team and have a willingness to learn about and use different CRM and email software.

Note that previous experience using CRM and email software is not required. The most important quality in a Newsletter Editor is a willingness to learn.

All roles at AASYP are currently on a volunteer basis.

Qualities of our desired candidate

- Outstanding verbal and written communication skills.
- Ability to think and plan strategically.
- Excellent leadership, people management and interpersonal skills.
- Well-established network and ability to liaise with a range of high-level stakeholders.
- Ability to devise timelines, prioritise different tasks and meet deadlines.
- Ability to communicate feedback constructively.
- Passion for advancing the ASEAN-Australia broader relationship.
- Eagerness to foster diversity in the workplace and is willing to learn and develop at a personal and professional level.
- Proficient in written and spoken English.

Key responsibilities of the Publications Manager

- Design and create engaging newsletter material using CRM and email software, such as MailChimp or Sendinblue



- Monitor the engagement and success of the newsletter using CRM and email software, such as MailChimp or Sendinblue
- Work with the Careers Communications Officer to compile relevant career opportunities into the newsletter

Report to:

- Publications Manager

Commitment:

- March 2020 until January 2021.
- Expected workload of 3 hours per week.
- Monthly submission of progress report to Publications Manager.

For all enquiries contact Cameron Allan at cameron.allan@aasyp.org

Application instructions

To apply for this role, please submit the following to apply@aasyp.org.

- CV (no more than 2 pages).
- One-page cover letter explaining why you would want to volunteer for AASYP, why you are interested in the role, what you can bring to AASYP, and how your skills, knowledge, experience and qualifications are applicable to the role.
- An example of your writing attached as a PDF. The piece should be less than 800 words.

*If this position interests you, then apply before 12.00 WIB **15 March 2020**.*