



ASEAN-Australia Strategic Youth Partnership

Digital Events Team

We are seeking passionate individuals to join our Operations team in the newly formed Digital Events Team.

About the role:

COVID-19 has forced AASYP to make some difficult decisions. Whilst the ASEAN-Australia Young Leaders Forum will not be going ahead in 2020, we are still eager to build knowledge, inspire engagement and create connections between Australia and Southeast Asia. Our new digital events program is one of our strategies to make this happen.

The Digital Events Team will bring together passionate young Australians and Southeast Asians to run interesting and innovative digital events. These events will include online social events, academic events or professional events.

Team Members will be highly creative and visionary. We want to create a dynamic team with lots of ideas with people who are not afraid to try new things. This is a new program, so we will need as many fresh ideas as possible.

All roles at AASYP are currently on a volunteer basis.

Key responsibilities of the Content Officer

- Work with the Digital Events Managers to deliver digital social, academic and professional events. These could include, but are not limited to, skill workshops, masterclasses or language exchanges.
- Contacting speakers or event partners

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.



Report to:

- Digital Events Manager

Commitment:

- March 2020 until January 2021.
- Expected workload of 4 hours per week, with workload to increase closer to the Forum.

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

Application instructions

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

Applications close Sunday 5th April.