



ASEAN-Australia Strategic Youth Partnership

Alumni Officer

We are seeking a passionate individual to join our team as the Alumni Officer.

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.

The Alumni Officer will empower past delegates from across ASEAN-Australia to build knowledge, inspire connection and create connections to address the regions key challenges and opportunities. Their objective is to strengthen the AASYP Alumni program through unique events and strong partnerships that help establish a thriving, supportive alumni community.

All roles at AASYP are currently on a volunteer basis.

Qualities of our desired candidate

- Demonstrated proficiency Canva and social media platforms (preferred)
- Experience with Customer Service Management tools (preferred)
- Excellent leadership, people management and interpersonal skills
- Ability to devise timelines, prioritise different tasks and meet deadlines
- Proficient written and oral English communication skills
- Capable of working independently and as a team member
- Strong interest in advancing the ASEAN-Australia relationship
- Able to commit on average 3-5 hours per week



Key responsibilities of the Alumni Officer

- Work with the Project Manager and Project Officers to develop and execute the Alumni program, including:
 - Skill Workshops
 - Networking Events
 - Monthly Newsletter
 - Monthly Alumni Highlights
 - Instagram Takeovers
 - Social Discussions
 - ...and more!
- With support from the Alumni Coordinator, establish new Alumni partnerships with regional organisations
- Assist in the production of the long-term AASYP Alumni strategy and engagement
- Manage our AASYP Alumni Facebook Group

Report to:

- Alumni Coordinator

Commitment:

- Now until January 2021 with the option to extend.
- Expected workload of 3-5 hours per week.

For all enquiries contact Danielle Stephenson at danielle.stephenson@aasyp.org

Application instructions

To apply for this role, please submit your application [here](#).