



U.S. CONSULATE GENERAL MELBOURNE FOREIGN NATIONAL STUDENT INTERNSHIP PROGRAM

Public Affairs Intern

PUBLIC AFFAIRS SECTION

The Public Affairs Section (PAS) staff works closely with other sections of the U.S. Mission and with many Australian organizations to foster bilateral understanding of U.S. policy and culture in the U.S. Consulate General Melbourne's consular district of Victoria, South Australia, Tasmania and the Northern Territory.

PAS utilizes outreach programs, networking, traditional and social media and grants to connect with a large number of organizations and individuals over a range of areas including youth leadership, human rights, academia and the arts, culturally and linguistically-diverse (CALD) communities, sporting groups, NGOs and many others.

SUMMARY OF DUTIES

Under the supervision of the Cultural Affairs Specialist, Media Affairs Specialist or Public Affairs Assistant, the Public Affairs Intern will provide outreach and administrative support to Cultural and Media Affairs.

Duties will include assisting with university and high school outreach, event management, reporting, research, social media campaigns, regional trips, contact building and administration work, in addition to providing other support as required.

MAJOR DUTIES AND RESPONSIBILITIES

Cultural and Media Affairs Support (70%)

- Assist the Cultural Affairs and youth outreach specialists in the development and implementation of cultural programs, and university and youth outreach strategies, programs and events

- Assist the Media Affairs Specialist in the development and implementation of social media campaigns
- Assist with managing and staffing Public Affairs programs and events
- Assist with quantitative and qualitative reporting requirements
- Other support as requested

Building Contacts and Providing Representational Support (20%)

- Undertake research to build and maintain an up-to-date and comprehensive contact database of key outreach groups including universities, schools, youth leaders and organizations, cultural groups, alumni, social and traditional media
- Create and maintain an outreach record for Consul General and Officers, and schedule upcoming events
- Other support as requested

Project/Assignment Work (10%)

- Interns can assign a small percentage of their office time to completing University required projects and/or assignments. This aims to allow the intern access to resources and references maintained at the Consulate office building.

QUALIFICATIONS REQUIRED

The candidate must be undertaking a University Degree in the liberal arts, education, communications/journalism, social sciences, international relations or related fields.

Fluency in English is required, with the ability to communicate effectively at a professional level, both orally and written.

Knowledge of the U.S. and Australian governments, societies, educational systems and cultures is preferred. Interest in culture, media, education and politics is highly desirable.

The candidate must possess excellent organizational, administrative and time management skills. Must have the ability to prioritize work independently and deal with multiple issues simultaneously. They must possess excellent communication and customer service skills, and the motivation and initiative to seek out new contacts.

The candidate must have a high level of computer literacy and social media skills. Must be flexible and a team player.