

Intern (Communications) Position Description

Position Title	Intern (Communications)
Supervisor	External Relations Director

About the Perth USAsia Centre

The Perth USAsia Centre, located at The University of Western Australia, is a nonpartisan, not-for-profit institution strengthening relationships and strategic thinking between Australia, the Indo-Pacific and the USA. The Centre is a leading think tank focusing on geopolitical issues, policy development and building a strategic affairs community across government, business and academia. Since the Centre's inception in 2013, the Centre has collaborated with over thirty partners to convene more than four hundred events across sixteen cities in eight countries, engaging a world class community network of more than 6,500 strategic thinkers and leaders.

About the Position

The Intern will assist the Perth USAsia Centre's Communications Team in strategically engaging and enhancing the Centre's stakeholder community in Western Australia, Australia and across the Indo-Pacific region. The Intern will, under supervision from the Communications Team, assist in the implementation of Centre communications strategies – including in media, social media, stakeholder engagement and outreach, and digital content.

Responsibilities include:

- Assisting in the management of the Centre's Content Management System (CMS), database system, and other platforms
- Assisting the Communications Team at Centre dialogues and events
- Undertaking communications reporting and analytics tasks, researching communications best-practice, and executing post-program feedback initiatives
- Researching and developing content for the website, social media, and other platforms
- Other ad hoc tasks required by the Communications Team

Selection Criteria

Essential

- Demonstrated proficiency in research, writing and analysis
- Excellent attention to detail
- Demonstrated experience in or passion for strategic communications and outreach
- Creative approach to problem solving
- Demonstrated capacity to work independently and flexibly in a small team

Desirable

- Familiarity with various digital communications platforms