

## Internship Offer

### About us

The French-Australian Chamber of Commerce is a non-profit organisation representing 600 members across 5 chapters (NSW, VIC, QLD, WA, SA). Our members range from global companies to SMEs down to Young Professional members. Our Queensland Chapter organises about 25 networking events per year, including business briefings, talent development workshops, industry focused breakfasts, exclusive roundtables and informal networking evenings.

### The Internship

As the Events & Office Assistant of our Queensland Chapter you will be assisting the State Manager with the day-to day operations of the office, events management, communications, services to the members, engagement with stakeholders and support to the President and the Councillors in their role.

### Timeframe

From mid-June 2018 to mid-December 2018.

### Location

Brisbane CBD

### Conditions

The internship is full-time and requires the framework of a 'Convention de stage'. Occasional after-hours attendance for events and meetings will be required.

**Note that this is an non-remunerated internship.**

## Role description

### 1. Membership Management & Business Development

- ✓ Assistance with membership renewals, membership engagement and membership acquisition.

### 2. Marketing and Communication

- ✓ Developing marketing materials (brochures, flyers and sponsorship proposals) and updating other communications medium (website, social media, e-newsletters).
- ✓ Promoting events: designing and emailing invitations.

### 3. Events Management

- ✓ Planning: in coordination with the subcommittee leads and their team (planning, events definition, budget preparation).
- ✓ Sponsorship: looking for cash and in-kind sponsors.
- ✓ Organising, coordinating and closing events: liaising with sponsors, hosts, guest speakers and suppliers.
- ✓ Processing attendees' payments and replying to enquiries, RSVP management.
- ✓ Preparing post-event reports.

### 4. Day-to-day office operations

- ✓ Administration: answering general inquiries, electronic filing, mail, petty cash, coordination with other chapters (NSW, VIC, WA, SA, ACT)
- ✓ Bookkeeping: updating sales and purchases, editing invoices, banking reconciliation (using QuickBooks software).

## Selection Criteria

### Essential:

- ✓ Fluent French
- ✓ Fluent English
- ✓ Relevant studies background (tertiary level)
- ✓ Excellent computer literacy
- ✓ Excellent self-presentation and professional conduct
- ✓ Autonomy, initiative, ability to multitask
- ✓ Eye for details

### Desirable:

- Experience in relevant field (Events management and Communications) will be highly regarded
- Previous exposure to online (Eventbrite, OxiMailing, SurveyMonkey), designing (Publisher, InDesign, Photoshop) or accounting (QuickBooks) tools will be highly regarded.
- Strong customer service skills
- Comfortable interacting with business executives and senior officials

**If this sounds like the experience you are after and you are available on those dates please get in touch ASAP with our Queensland State Manager, Claire Dupré: [gld@facci.com.au](mailto:gld@facci.com.au)**