

Internship Offer

About us

The French-Australian Chamber of Commerce is a non-profit organisation representing 500 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-January 2020 to mid-July 2020.

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. However, the trainee will receive a weekly allowance of \$100.

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.
- ✓ Promoting members: via articles on website and posts on social media pages

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: issuing invoices, (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