

## **[Full Time Position]**

### **Communications Coordinator and Operations Assistant (Minimum six weeks)**

The Communications Coordinator and Operations Assistant is responsible for the proactive assistance of the daily operational functionality and communications of the ANZCCJ Secretariat. This includes timely provision of membership services, event planning and implementation, and close liaison with and support of the Executive Director and Operations Manager as required.

This internship position is ideally suited for University students in the fields of business, administration, international relations, public relations, international business or a related field..

The Communications Coordinator and Operations Assistant shall report directly to the Executive Director.

#### **KEY ATTRIBUTES**

- Excellent organisational skills
- Advanced computer ability
- High level English proficiency
- Japanese language proficiency (desired but not essential)

#### **KEY RESPONSIBILITIES**

- Respond to membership needs and requests
- Assist with the organisation of regular ANZCCJ and joint Chamber events
- Attend committee meetings and Executive Council meetings as note taker and observer
- Manage the provision of information – regular emails to members, newsletter, website, social media updates (refer to Communications Coordinator position description)
- Prepare invoices and basic accounting support
- Support the Executive Director and Operations Manager as required

#### **CORPORATE PRINCIPLES AND BEHAVIOURS**

- To be open and honest
- Take ownership and be accountable for all actions
- Engender a spirit of teamwork and collaboration across the ANZCCJ for the benefit of all stakeholders
- Treat everyone with fairness and respect
- Value speed, simplicity and efficient execution of promises and commitments

## [Part-time Position]

### **Communications Coordinator** **2-3 days per week (Minimum 3 months)**

The Communications Coordinator's primary responsibilities will be producing content for both print and web aimed at promoting a positive public image of ANZCCJ through its various communication channels: website, newsletter, social media, brochures, and events.

Students in the fields of business, marketing, communications, public relations, international business or a related field are the most suitable candidates for this internship position.

#### **KEY ATTRIBUTES**

- Excellent written communication skills
- Advanced computer ability
- Ability to adhere to strict timelines
- High level English proficiency
- Japanese language proficiency (desired but not essential)

#### **KEY RESPONSIBILITIES**

##### **Website**

- Post notices and news items on the Chamber website in accordance with the ANZCCJ's communications guidelines
- Maintain consistency and timely updates in respect to the Chamber's online database
- Ensure Platinum and Sponsor member logos, profiles and website links are up to date at all times

##### **Newsletter**

- Compile and edit from sources (Members, Embassies, NZ Trade & Enterprise, Austrade, JETRO etc) as directed by Executive Director
- Draft newsletter content, event summaries and press releases for final approval by Executive Director
- Liaise with members on advertising and content benefits

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- Treat everyone with fairness and respect
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