

A day in the life of an ANZCCJ Remote Intern



9:30am



Team building is an important part of an ANZCCJ internship. Once a week, we have a "virtual staff lunch" to catch-up.

Grab something to eat and log in to Microsoft teams to chat with the rest of the ANZCCJ Secretariat team.

1:00pm



Interns will also work on the Weekly Announcements email and Monthly Newsletter. You will prepare a round-up of information that will go out to over 4,000 Chamber contacts each week.

Settle into your workspace, and make yourself a cup of tea or coffee before you check-in with the Executive Director.

Interns manage all of ANZCCJ's social media accounts so this is a good time to search for and upload new content.

12:00pm

Lunchtime



On occasion, you might have the opportunity to participate in meetings and events online.

Have a one-on-one mentoring session with a member of the Executive Council, or help the secretariat team prepare for an upcoming event.



In offering this remote internship, we are willing to discuss flexible work hours to suit your studies or other commitments. Please indicate your availability when submitting your application.

5:00pm

Wrap Up & Log Out

Please note these tasks are indicative and will change day-to-day, depending on the needs of the Secretariat. You will report to the Executive Director.

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