



B'NAI B'RITH NSW Inc

Position Description

(Intern) Project & Event Assistant (Battle of Bands)

The Organisation

B'nai B'rith (International) is the most widely known Jewish humanitarian, human rights and advocacy organisation, working for the welfare and well-being of the Jewish and wider community. Projects and programs operate largely through the tireless energy and enthusiasm of members and volunteers.

The Position

We are seeking an enthusiastic, proactive individual part-time to assist with the organisation and development of a student music event. Reporting and working closely with the Project Manager and based at our offices on UNSW campus, the internship is unpaid and involves a commitment of 1 day a week for a period of 6 months.

Key Areas of Responsibility: With guidance from the Project Manager you will assist in different tasks.

Your duties will be but are not limited to:

- Supporting the Project Manager in research, and networking to facilitate implementation of a successful event
- Interact on a frequent basis with colleagues and external partners
- Scheduling and preparing, as well as attend meetings
- Background research tasks and collation of contact lists
- Outreach to schools, youth movements and music stakeholders

Skills Required

- Strong administration skills
- Good organisational and time management skills, and the ability to juggle multiple priorities at once
- Excellent written, oral communication and interpersonal skills
- Ability to work independently
- Knowledge of desktop publishing and graphic design software an asset
- Love of music

You will receive ongoing support and supervision to assist you in carrying out this role satisfactorily. References highlighting the nature of the role, the tasks completed and skilled acquired and/or perfected on the job are provided for high performing candidates.

Please contact Vivienne Radomsky for more information.
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