



Internship Opportunity

China Matters is an Australian public policy initiative founded by Linda Jakobson, an internationally recognised China specialist. We aim to advance sound policy, based on a realistic and nuanced discussion of China among the Australian business community, government and the security establishment. Please see our website: chinamatters.org.au

China Matters is seeking part-time interns. This is an opportunity to gain first-hand experience in a small, dynamic team that focuses on challenging and emerging issues in Australia-China relations. Duties will include:

- Assisting with events
- Updating website and social media accounts
- Assisting with the Young Professionals program, including event preparation, website maintenance, external liaison and logistical support
- Undertaking administrative tasks
- Conducting background research to support China Matters projects and events
- Other tasks as required

The internship will consist of 40 internship days, preferably 3 internship days per week over a period of three-and-a-half months. Please note the internship is unpaid. Expected commencement date: **early December 2017**.

Key Selection Criteria:

- Tertiary studies in Chinese/Asian studies, public policy, international business, international relations, security, or similar
- Demonstrated interest in Australia-China relations relating to international policy and/or business
- Research skills
- Excellent written and oral communication abilities in English
- Strong attention to detail and time management skills
- A self-starter with the ability to work independently with minimal supervision and as part of a team
- Applicant must be based in Sydney for the duration of the internship. China Matters cannot assist with visa procurement

Desirable:

- Chinese-language reading skills
- Advanced social media experience, include general web page design skills
- Event management and administrative experience

To apply: Please submit a one page cover letter addressing the selection criteria and a resume of no more than two pages to chinamatters@chinamatters.org.au. Applications will be reviewed on a rolling basis, so early applications are encouraged. Successful applicants may commence prior to the application close date. Only candidates short-listed for an interview will be contacted.

Please submit your application on or before **26 November 2017**.

China Matters Ltd is registered under the Australian Charities and Not-for-profits Commission (ACNC).