



ANZCCJ Remote Internship Programme

The Australian and New Zealand Chamber of Commerce in Japan (ANZCCJ) welcomes applications from university students 18 years or older to undertake an internship with the ANZCCJ Secretariat office in Tokyo.

Due to the new restrictions on travel and working spaces that have been introduced to combat the spread of COVID-19, the ANZCCJ internship programme has evolved to offer remote positions to university students and recent graduates in Australia, New Zealand and Japan.

We encourage students with an interest in international business, trade, international relations, events management, marketing and communications to apply for work at the Chamber. We aim to give our interns exposure to the Chamber's activities through online event / project work as well as involvement in the day-to-day running of the Secretariat and activities of the Chamber and Executive Council.

Internships are unpaid and open to students of all nationalities but priority is given to Australian, New Zealand and Japanese applicants. Please note that interns will be responsible for covering the costs associated with their remote-work environment, such as internet connection.

If you would like to join the ANZCCJ as a remote intern, please contact our Executive Director, Emily Hallams at exec.director@anzccj.jp for details and to schedule an interview. Your email should attach the following:

1. Completed application form
2. CV
3. Brief statement on what you wish to gain from an internship at the ANZCCJ

Position Description

ANZCCJ Remote Interns are responsible for the proactive assistance of the daily operational functionality and communications of the ANZCCJ Secretariat. This includes event planning and implementation, and producing online content aimed at promoting a positive public image of ANZCCJ through its various communication channels. Close liaison with and support of the Executive Director and Operations Manager is required, and will be conducted via email and video conferencing.

University students or recent graduates from the fields of business, marketing, communications, public relations, international relations or a related field are the most suitable candidates for this internship position.

KEY ATTRIBUTES

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

KEY RESPONSIBILITIES

Website and Social Media

- Post notices and news items on the Chamber website and social media accounts 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.

Events

- Assist the Executive Director and Operations Manager with the organisation and implementation of online events.

CORPORATE PRINCIPLES AND BEHAVIOURS

- To act in accordance with the values outlined in the ANZCCJ Code of Conduct.
- 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.