

Role: Communications and Governance Support Intern

Summary: As a Communications and Governance Support Intern at NCWV, you'll embark on a unique learning journey, gaining hands-on experience in organisational communication, administrative processes, and non-profit governance. Your contributions to our monthly newsletter will be invaluable.

Key Responsibilities:

1. Attend and take minutes at council meetings and other key organisational gatherings.
2. Assist in writing, editing, and compiling content for the monthly newsletter.
3. File and upload important documents to NCWV digital platforms
4. Support meeting preparation (Zoom/Teams) and follow-up tasks.

What You'll Gain: This internship offers a unique opportunity to develop essential professional skills:

1. **Writing and Editing:** Hone your ability to create engaging content for diverse audiences
2. **Active Listening:** Capture key points from meetings and discussions
3. **Networking:** Interact with accomplished women leaders across various fields
4. **Governance Insight:** Observe non-profit decision-making processes firsthand
5. **Professional Communication:** Develop formal business communication skills
6. **Digital Literacy:** Gain experience with various digital platforms and tools

This role is ideal for students interested in communications, non-profit management, or organizational leadership. You'll develop a well-rounded skill set that includes both written communication and administrative competencies, providing a strong foundation for your future career.

The ideal candidate for this role is someone with a passion for writing and editing, meticulous attention to detail, discretion in handling sensitive information, and a keen interest in learning about organisational operations and communication strategies.

Financial support is available from the Sylvia Gelman Bequest to attend National Council of Women Australia Meetings and ICW Asia Pacific Regional Council Meetings.

Please contact Elida Brereton, President NCWV via:

Email: elidab14@gmail.com

Phone: 0411 025 897

Patron in Chief: Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria