



Australia China Business Council  
澳大利亚中国工商业委员会

## **Australia China Business Council Internship Program**

The Australia China Business Council (ACBC) New South Wales Branch seeks interns throughout the year. As an opportunity best done in a hybrid format, primarily online but with in-person event management responsibilities at Sydney CBD venues, the internships are unpaid and will require two days per week over 14 weeks. Applicants are preferably based in Sydney, but the internship may be completed in other cities.

Established 50 years ago in 1973, ACBC is the peak body representing the Australia-China business community and are a trusted and authoritative voice on matters relating to Australia-China business.

It is a membership-based, non-profit, NGO with a federal structure, characterised by a leading National Branch with representative offices across all States and Territories of Australia, working extensively with all levels of both the Australian and Chinese Government, and have deep relationships with leaders across business and industry.

As ACBC is the premier business organisation in Australia dedicated to promoting and developing two-way trade, investment and economic cooperation with China; this ACBC internship is a great opportunity to be involved with Australia's leading member-based business organisation to promote two-way trade between Australia and China.

The NSW branch of ACBC delivers insights, networking opportunities, and other benefits to its member companies, primarily through a program of events, workshops, and roundtable discussions surrounding topical issues for Australia-China businesses.

Should you be interested, please send your resume and cover letter to [nsw@acbc.com.au](mailto:nsw@acbc.com.au). Applications are considered on a rolling basis throughout the year.

Should you have any questions about the internship program, please do not hesitate to also send your queries to [nsw@acbc.com.au](mailto:nsw@acbc.com.au).



## Details

- Location: Hybrid
- Attendance: Two days per week
- Hours: 9:30am – 5:30pm
- Remuneration: none. However, transport home after any after-hour ACBC events will be covered.

## Role and Responsibilities

- Drafting communications for web and print
- Supporting corporate partnership development and other stakeholder outreach campaigns
- Assisting with research and development of marketing and informational materials and design of collateral (print, e-communications, proposals, PowerPoint)
- Brainstorming, planning, curating and implementing events and other initiatives
- Participating in internal staff and external meetings as required, via Zoom
- Handover training to new interns at the end of the internship
- As an organisation, ACBC holds many interesting and dynamic events. You are not expected to attend these events, however these will provide professional development and networking opportunities with experts in the field.

## Selection Criteria

- Clear and concise verbal and written communication skills
- Proficiency in writing, editing and proofreading
- Research skills
- Proficiency in Microsoft Word, PowerPoint, Excel and Outlook
- Strong interpersonal skills
- Self-motivated and a creative thinker
- Initiative and the ability to work independently while part of a team
- Willingness to learn and undertake a variety of tasks
- An ability to deliver to tight deadlines
- An ability to multitask, prioritise and work efficiently
- Demonstrated interest in China and the Australia-China relationship



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- **Editorial or marketing experience would be regarded favourably**
- **Chinese language skills would be regarded highly favourably**

### **Benefits to you**

- Strengthen research, stakeholder communication, and report-writing skills
- Experience engaging senior representatives from a range of industries and sectors
- Free access to industry events and insights available within the ACBC Insights Centre
- A close understanding of the ACBC and its work and a deeper understanding of the Australia-China relationship from a business perspective
- Build and develop your personal and professional network
- Obtain experience in using digital marketing tools such as Eventbrite, Canva, Mailchimp and Salesforce.