

Paid internship

Employer	The Australia Institute
Work Type/s	Full Time, 12 months fixed-term
Classification/s	Internship (Climate and Energy)
Sector/s	Not For Profit (NFP)
Location	Canberra ACT
Job posted on	7 November 2018
Applications close	3 December 2018
Reports to	Climate & Energy Program Director
Salary	Starting from \$52,000 plus super-- higher salary may be negotiated, commensurate with qualifications and experience, for more experienced candidates who wish to expand their skills and experience in other areas.

About the Australia Institute

The Australia Institute is an independent Canberra-based think tank. We conduct original research that contributes to a more just, sustainable and peaceful society. Our research covers a broad range of economic, social, integrity and environmental issues in order to inform public debate and bring greater accountability to the democratic process.

About the Internship

The Climate & Energy Internship is a unique opportunity to provide young economists, political scientists or other researchers, at the beginning of their career, with on-the-job training within the most effective think tank in Australia. Experience with climate change and energy policy or research is desirable. The intern will work with the Climate & Energy Director across all areas of the Institute including research, communications, and political, community and stakeholder engagement.

The purpose of this internship is to equip future leaders with the skills and experience to create progressive change. The position is for a fixed term of 12 months, full-time, though this can be flexible to accommodate study. We can offer up to \$1000 to assist with the cost of moving to Canberra from interstate. This is a position for people beginning their career. We expect that at the end of 12 months, interns will leave The Australia Institute with the skills, knowledge and experience to move into positions within the NGO sector, public service or Parliament.

At the end of 12 months, it is expected interns will be able to:

Research

- Source and interpret data from key sources (e.g. ABS, ATO, budget documents, annual reports)
- Structure and write a research report
- Data check other people's work
- Analyse and interpret polling data
- Write effective FOI requests

Media and communications

- Write an effective media release
- Organise a press conference
- Create content for, and understand how to effectively use, social media to promote the Institute's research

- Effectively communicate with Institute supporters
- Write Op Eds and communicate Institute research through the media

Community and political engagement

- Understand the role of community, political and stakeholder engagement
- Organise meetings with elected representatives, community groups and stakeholders
- Manage an event (e.g. politics in the pub, public meetings)
- Understand and engage with the processes of Federal Parliament (e.g. Senate estimates, Committee inquiries, Budget etc.)

How to Apply

Please provide a copy of your CV and a one page letter addressing why you want to complete the internship and how it would help you to create progressive change.

Please forward applications (including contact information and details for two references) in confidence to mail@tai.org.au citing "C&E Internship" in the subject field of your message. Receipt of applications will be acknowledged by e-mail. Only candidates selected for an interview will be contacted.

Applications must be received by **5:00 pm AEDT on Monday 3 December**, and interviews will be conducted in Canberra on the 17 and 18 December 2018.