

Position Description: Queensland Corporate and Community Relations Officer

Left Right Think-Tank is an independent and non-partisan organisation run by over 60 volunteers between the ages of 16 and 24 across four states. Our vision is a society that seeks and embraces the ideas of young people and our mission is to involve young people in public policy. We achieve our vision by engaging and educating a generation of young people in shaping Australia's future and elevating young people's policy ideas to inspire others to become involved. We are seeking a Corporate and Community Relations Officer to work within the Queensland Business Team.

Location: Brisbane

Time commitment: 8-12 hours per week

Reporting to: Queensland Business Manager

Key responsibilities:

- Building Left Right's credibility, profile and networks by playing a critical coordinating role in the organisation's engagement with external stakeholders
- Frequent engagement with key stakeholders in Queensland, including organising specific meetings, attending externally hosted events, and exploiting ad hoc opportunities for engagement
- Sourcing funding and partnership opportunities

Training and learning opportunities:

- In-house training
- Ongoing support from the National Business Director and the Queensland Business Manager
- Opportunity to develop relationships with professional mentors
- Allowance to undertake training courses relevant to the role

The ultimate candidate should...

- Have some education or experience in relationship building
- Have excellent written and oral communication skills
- Demonstrate strong organisational and time management skills
- Be a competent computer user and proficient in Microsoft Office
- Have high level interpersonal skills
- Be able to meet a time commitment of 8-12 hours per week

How to apply:

Email your CV and a brief cover letter in response to the above selection criteria to recruiting@leftright.org.au