

POSITION DESCRIPTION

POSITION TITLE: Partnerships Intern

POSITION OBJECTIVE:

Under the direction of the Senior Manager - Partnerships, the role of the Partnerships Intern is to assist with the coordination, delivery, and administration of partnership activities.

POSITION COMMITMENT

Week beginning Monday 11 May 2026 – Sunday 19 July 2026

One day per week (Bundall office based). Additional days as required from Monday 29 June 2026. Must be available Thursday 2 July – Sunday 5 July 2026.

REMUNERATION

Unpaid Internship. \$30 daily per diem.

REPORTING STRUCTURE

This position reports directly to the Senior Manager - Partnerships and has no direct reports.

KEY DUTIES & RESPONSIBILITIES:

- Assist with pre-event scheduling and event requirements in line with partner deliverables.
- Attend partnership meetings as required.
- Maintain up-to-date partnership records and documentation.
- Assist with partner collaborations and event activations.
- Assist with post-event reporting.

KEY SKILLS & EXPERIENCE

Experience Required

- Preferably undertaking a relevant degree such as Sport Management or Event Management
- Demonstrated high level communication, interpersonal and negotiation skills
- Demonstrated ability to work autonomously; exercise initiative in undertaking responsibilities and work effectively as a team member
- Demonstrated high level of organisational and administrative skills and ability to manage and prioritise workload in order to meet deadlines
- Proven capacity to provide high standard and accurate work within in a fast-paced environment

Computer Skills

- Basic computer skills in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

Aptitude & Interpersonal Skills

- An excellent team player who considers organisational goals a priority.
- High level organisational and coordination skills.
- Good time management, with the capacity to work to deadlines.
- Sound written and verbal communication, negotiation and interpersonal skills.
- Awareness of and ability to work in accordance with EMQ policies and procedures.
- Ability to take, interpret and follow instructions.
- Committed towards undertaking duties efficiently, using initiative, creativity and a strong attention to detail.
- A willingness to “pitch in” where required. No job too big or small.
- Positive, energetic attitude and the ability to work under pressure.
- Professional personal presentation.
- Sound internal and external stakeholder management with a customer service orientation.
- High degree of confidentiality.

KEY PERFORMANCE INDICATORS (KPIs)

- Customer (internal and external) satisfaction.
- Representation of the EMQ brand in a professional manner.
- Accuracy of data, filing and information.
- Satisfactory achievement of ongoing targets, goals and objectives as set by EMQ.
- Following of instructions and completion of tasks in a timely, accurate and efficient manner which meet the requirements of EMQ, and regulatory standards.
- Adherence, utilisation and promotion of EMQ’s vision, philosophy, core values, quality standards, best practice, policies and procedures and WHS requirements.

Signed by Intern: _____

Date: _____