



## Internship

**Work Type:** Voluntary

**Sector:** Not For Profit

**Classification:** International Aid & Development, Psychology, Social Work, Communications.

Applicants must be over the age of 18. To enquire or to apply for this role please attach your resume and a cover letter, and return to Nicky Mih at [nicky@freetoshine.org](mailto:nicky@freetoshine.org).

Free To Shine believe children should be in schools, not brothels. So we identify girls at high risk of being targeted by traffickers, get her a uniform and a bike, fill a bag with books and pens, and visit her regularly to keep her in school and keep her safe. We are a humanitarian organisation founded in Australia who work in collaboration with communities and local governments in Cambodia so that girls can reach their full potential and contribute to their community and the world. We equip with an education to prevent sex trafficking.

[www.freetoshine.org](http://www.freetoshine.org)

### PURPOSE

The key purpose of this internship is to assist Free To Shine in delivering an excellent program to our beneficiaries. This is achieved by completing to a high standard the tasks set out in the Annual Business plan. Free To Shine is seeking a passionate, hard-working individual to join our volunteer team to assist in a variety of tasks for the everyday running of Free To Shine. These tasks are incredibly varied and not limited to the following areas; administration, social media, program support and events planning.

### KEY RESPONSIBILITIES

- Assisting in the organisation and smooth running of our Mornington Masquerade Ball - contacting businesses for auction items, liaising with local media, managing ticket sales, communicating with attendees, hosting the event and evaluating the night.
- Assisting in the organisation of our Run For A Reason campaign - recruiting runners for the City2Sea and Color Run.
- Assisting to manage our Be Free Yoga campaign.
- Managing and writing website content.
- Process applications on new girls.
- Administrative work including sending of emails and drafting of letters.
- Regular maintenance of our social media including updating of Facebook, Twitter and Instagram.
- Small scale research and evaluation tasks as required.
- Raise our profile in Melbourne and on the Mornington Peninsula
- Get articles printed in the local and national press and secure radio interviews
- Assisting in writing a quarterly Newsletter and blog posts
- Assisting with extra tasks as required by CEO

## QUALIFICATIONS & ATTRIBUTES

- Preferably undertaking a University degree.
- A focus on high standards, quality and results.
- A determination to do whatever is required and to complete tasks within set time frames.
- High degree of discretion dealing with confidential information.
- Willingness to share knowledge and learn new skills.
- A passion for learning and having an open mind.
- Work well with others in a team environment.
- Good oral and written communication skills.
- Good computer skills.
- Interest in women's development, girls education and preventing sex-trafficking and must be dedicated to the vision and goals of Free To Shine.

## REPORTS TO

CEO > Internship Coordinator

## LOCATION

Mornington, VIC - with the opportunity to work in Melbourne one day per week.

## TIME COMMITMENT

- 2 days per week on Wednesday and Thursday for 6 months with an option to do full time for a shorter period of time. If you have certain internship requirements, please contact us to establish whether we can accommodate these needs.

## WHAT YOU GET OUT OF IT

- Practical experience working within a professional organisation.
- Insight into International Aid and Development and Non Government Organisations (NGO's) structures and procedures.
- The opportunity to work within a group of like-minded individuals.
- Knowledge that you are assisting to make a difference in to the lives of young girls at risk of sex slavery, as well as survivors of sex slavery, in Cambodia.
- Meeting the requirements of your university credit.

## SUPPORT

Training for this position will be provided in the form of:

- Mentoring from CEO
- Regular participation in a team environment

