

NAILA 2021 Committee Positions

Volunteer with the National Australia Indonesia Language Awards!

Who are we?

The National Australia Indonesia Language Awards (NAILA) is an annual speech competition that rewards and fosters the development of Indonesian language learning in Australia at all levels. We work closely with the private, government and not-for-profit sectors.

We are a fun and energetic group of young Australian & Indonesian professionals and students who are passionate about improving the bilateral relationship. We are dedicated to ensuring that NAILA volunteers are trained and upskilled.

Who are we looking for?

NAILA is currently looking for passionate individuals who are interested in the following positions: **Program Coordinator, Program Officer, Creative & IT Officer, Language Officers** and **Videographer/Photographer**.

- Professionals or students with an interest in the Australia-Indonesia relationship;
- Commitment to attend committee meetings via Zoom and to attend the three-day NAILA Award Ceremony weekend;
- Individuals with strong time management, written and communication skills;
- Ability to work in a small team and autonomously to carry out tasks to deadlines.

NAILA is committed to diversity and aims to create an environment that values the contribution of people from different backgrounds, experiences and perspectives. Our flexible online environment allows our volunteers to balance their work, study, volunteer and personal responsibilities.

We provide a supportive and flexible work environment that caters to individuals' circumstances no matter what sex, gender, ethnicity, age, disability, or religion they may identify with.

OPEN CALL FOR VOLUNTEERS

We encourage expressions of interest (EOIs) from individuals who would like to join the NAILA 2021 team. Here's how you can apply:

1. Submit an application for one or more of the position descriptions outlined below, or
2. If your background / experience / areas of interest do not align with the specific position descriptions, tell us why you want to join the team and how you can contribute to our program.

Applications should be sent to NAILA Leadership Team (naila@naila.org.au) with a covering note of no more than 300 words and a current CV (no more than 2 pages).

Applications are due at midnight (AEST) on Friday, 28 March 2021.

If you have any questions don't hesitate to contact us at naila@naila.org.au.



Program Coordinator

Skills:

- Excellent organisational skills, strong communication skills and leadership skills
- Previous administration and event management experience is desirable
- Experience in organising events or workshops
- Strong stakeholder management or interpersonal relationship skills

Position description:

- Responsible for the successful delivery of the Awards Weekend
- Organise and plan NAILA 2021 Awards Weekend and oversee NAILA 2021 programs including organising logistics, planning, and scheduling
- Recruit judges for the NAILA VIP Judging Panel
- Liaise with Keynote Speakers

Program Officers

Skills:

- Previous administration and event management experience desirable
- Excellent organisational skills and strong communication skills

Position description:

- Assist with logistics: accommodation, catering, transportation, flights for award winners
- Support Programs Coordinator to plan event details: schedules and administration
- Contribute to the planning, organisation and successful delivery of the Awards Weekend
- Recruit performers for the NAILA Weekend ceremony

Creative & IT Officer

Skills:

- Demonstrated proficiency in WordPress and general website content management system (CMS) and high-level graphic design skills with demonstrated working competency in using Adobe InDesign and Photoshop.
- Desirable: basic competency in Adobe Premiere Pro and Illustrator
- Demonstrated analytical skills and ability to troubleshoot basic software and hardware issues
- Excellent program management and organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

Position description:

- Assisting the Creative & IT Coordinator in managing the NAILA website and delivering engaging communications through developing, creating and editing online content



- Liaising and working closely with the Communications and Media team, maintaining NAILA social media accounts
- Coordinating digital art and design tasks for NAILA marketing and programs (competition and Award Ceremony) materials

Language Officers

Skills:

- Exceptional English and Indonesian language skills (both Australians and Indonesians are encouraged to apply)
- Strong time management and ability to meet deadlines

Position description:

- Working within a small team of Language Officers to shortlist NAILA video entries
- Translate social media posts and website content (translation will be both from English to Indonesian and vice versa) as needed
- Contributing to drafting each applicant's submission feedback and the Common Mistakes document
- Previous experience in organising online events and liaising with external partners is highly regarded but not required

Videographer and Photographer

Skills:

- Experience in professional level videography and video editing, or
- Professional level photography and photo-editing skills

Position description:

- Film interviews with sponsors, partners and participants
- Take footage of the Awards Weekend, networking events, language training, public speeches, and sponsors' messages of support
- Liaise with Communications Team in compiling footage into promotional materials with subtitles

Please submit a work sample (video/photo portfolio) with your application.

