

Internship Role Description	
Host Organisation	Zonta House Refuge Association Inc
Location of internship	Willetton WA
Intern Role	Marketing and Research

Internship timeframe			
Semester 1 (March - June) <input type="checkbox"/>	Semester 2 (August - November) <input type="checkbox"/>	Summer <input type="checkbox"/> <input type="checkbox"/> Mid-Nov to Mid-Dec <input type="checkbox"/> Mid-Jan to Mid-Feb	Winter (June - July) <input type="checkbox"/>
Other requirements (Please check)	Police check?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Working with Children Check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Regional travel required? <i>*if yes, an additional proforma may be required.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Organisation Mission/Vision
Zonta House Refuge Association provides support services to women who have experienced family and domestic violence, homelessness and other crises, to enable them to have the opportunity to make safe and sustainable life choices. In addition to providing supported crisis and transitional housing for women over the age of 18, Zonta provides a positive pathways program, including education programs, inter-agency case management, mentoring, coaching, starting over support and community awareness sessions.

Role Description
<p>The project intern will work with the organisation on business development, service improvements and communication and marketing. You will:</p> <ul style="list-style-type: none"> • Provide assistance to the Service Delivery Manager and Administration Assistant with marketing material for the organisation. • Review collected data • Compare data to national data sets for evaluation purposes • Prepare reports and map organisational trends

Key Duties/ Accountabilities

Your primary role is to...

- Familiarise yourself with Zonta House Refuge Association, its purpose and vision, the communities it serves and the issues it seeks to address
- Gain an understanding of the scope of the marketing, how it will be used and by whom
- Research relevant materials and manuals, used by similar services
- Report to supervisory team and/or organisation stakeholders on progress

Responsibilities & Activities

Which best describes the responsibilities of the internship role *(please check one)*

- Research and policy development
- Community consultation and engagement
- Communications and Marketing
- Digital media
- Information technology and data management
- Business development and service improvements
- Evaluation
- Event coordination

Which best describes the type of activities will the intern will undertake *(please check one or more)*

- Data or literature review and analysis
- Writing reports or other materials
- Developing social media tools or websites
- Consulting or working directly with community
- Providing administration/organisational support
- Presenting or promoting information
- Supporting technical or IT projects
- Data or data base management
- Logistics and Event planning
- Other *(please specify)*:

Checklist

- Intern has an on-site supervisor for the duration of the internship
- Intern has a suitable work station at the organisation
- The intern role and responsibilities outlined in this document are meaningful to the organisation and will ensure 100 hours are completed *(as per the academic requirements)*

Contact us

Internship Coordinator

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