

PROJECTS TEAM

CICI

CICI (CAUSINDY Industry and Community Initiatives) is one of CAUSINDY's newest projects and aims to help build community and collaboration between Indonesians and Australians in various professional sectors. Last year, we launched the program with workshops for Indonesian language teachers based in Australia. In 2021, we also hope to develop programs in other industries relevant to the Australia-Indonesia community. As CICI is a new project, there is a lot of room for creativity, and we are seeking an enthusiastic and driven CICI Lead and CICI Officer to join our team.

What You Will Do

- Lead:
 - Lead CICI team to design, develop and implement both the Indonesian Language teachers workshops as well as a new industry project, under the management of the CEO
 - Lead preparation of CICI activities – in particular recruiting participants, designing and coordinating events, booking speakers and M&E progression
 - Liaise and collaborate with stakeholders for the preparation of CICI events in collaboration with other CAUSINDY teams, especially Comms & Tech and Partnerships
- Officer:
 - Assist with the design, development and implementation of both the Indonesian Language teachers workshops as well as a new industry project, under the management of the CEO
 - Fulfil administrative needs of CICI activities – in particular recruiting participants, designing and coordinating events, booking speakers and M&E progression
 - Liaise and collaborate with stakeholders for the preparation of CICI events in collaboration with other CAUSINDY teams, especially Comms & Tech and Partnerships

PATHWAYS

In 2020, CAUSINDY collaborated with the Australia-Indonesia Youth Association (AIYA) to develop our inaugural PATHWAYS program. PATHWAYS is a professional mentorship program whereby CAUSINDY alumni mentor younger AIYA members (largely students) to pursue careers in the Australia-Indonesia space. In 2021, we will continue to refine and develop the program alongside AIYA and are now seeking one PATHWAYS Lead and two PATHWAYS Officers to join the team. As part of this team, you will assist with developing information packs for participants, preparing online seminars, handling recruitment, providing support to improving our online platform and increasing collaboration across the two organisations.



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What You Will Do

- Lead:
 - Lead the CAUSINDY PATHWAYS team and ensure cohesive and efficient partnership with our AIYA counterparts, under the management of the CEO
 - Lead preparation of PATHWAYS activities – in particular recruitment, developing information packs, developing online seminars and supporting the improvement of our online systems
 - Liaise with stakeholders regarding the preparation of PATHWAYS events in collaboration with AIYA and other CAUSINDY teams, especially Comms & Tech and Partnerships
- Officers (x2):
 - Assist with CAUSINDY PATHWAYS team and ensure cohesive and efficient partnership with our AIYA counterparts, under the management of the CEO
 - Fulfil administrative needs for the Mentoring Program such as liaising with AIYA for recruitment, matching mentors with mentees, project design and implementation
 - Liaise with stakeholders for the preparation of PATHWAYS events in collaboration with AIYA and other CAUSINDY teams, especially Comms & Tech and Partnerships

CAUSINDY Review

CAUSINDY Review presents an opportunity to develop a project that will become a catalyst for change on pertinent issues within the bilateral relationship. Under the management of our CAUSINDY Review Lead, the CAUSINDY Review Officer will collaborate with CAUSINDY Alumni and the Australia-Indonesia community to develop a meaningful and sustainable project that aims to address an issue within the Australia-Indonesia sphere. This is an opportunity to get creative and collaborative as you will be working closely with your team to research, design and implement the 2021 CAUSINDY Review. We are looking to hire a highly motivated and enthusiastic Officer to support the Lead on the project.

What You Will Do

- Officer:
 - Assist with the research, design, development and implementation CAUSINDY, under the management of the CEO
 - Fulfil administrative needs of CAUSINDY Review activities – in particular recruiting participants, developing sustainable strategies and processes, designing and coordinating events, and M&E progression
 - Liaise and collaborate with stakeholders for the preparation of CAUSINDY Review events in collaboration with other CAUSINDY teams, especially Comms & Tech and Partnerships



CAUSINDY

ENGAGEMENT/STAKEHOLDER RELATIONS TEAM

Communications and Technology

CAUSINDY's Communications and Technology team is the voice and face of the organisation. Members of this team are passionate about telling stories, managing social media and increasing our brand exposure – whatever the medium.

What You Will Do

- Officer:
 - Work with the existing Communications Officer, Tech Officer, and Digital Content Producer to operate and monitor all digital channels (website, social media platforms and podcast)
 - Provide content, graphic designs and visualisation advice in accordance with CAUSINDY brand and strategy
 - Collaborate with other teams to execute and promote CAUSINDY events
 - Collaborate with the Internal Culture Team to create content and showcase Squadindy stories
 - Collaborate with the Alumni Team to create content and showcase alumni stories
 - Collaborate with the Partnerships Team to coordinate with media partners

Alumni

As CAUSINDY's alumni base has grown significantly in recent years, we are seeking one Alumni Lead and two Alumni Officers (based in Australia and Indonesia respectively) to join our Alumni Team. As part of this team, you will assist with alumni engagement and ongoing communication.

What You Will Do

- Lead:
 - Lead alumni engagement and outreach, both in Indonesia and Australia, coordinating with the Alumni Officers under the management of the COO
 - Lead the management of CAUSINDY Connect – a database portal for CAUSINDY alumni network
 - Lead preparation of alumni networking activities
 - Liaise with external stakeholders for the preparation of alumni events in collaboration with other CAUSINDY teams
- Officers (x2):
 - Assist with alumni engagement and outreach, coordinating with the other Alumni Officer under the management of Alumni Lead and COO
 - Work with CAUSINDY Communications Team for comms-related needs to support alumni events
 - Operate CAUSINDY Connect
 - Provide content and carry out editorial duties for the alumni publication



CAUSINDY

Partnerships

Our Partnerships Team is the bridge that connects our organisation with external stakeholders, including organisations from the public, private, and voluntary sectors. The aim is to work together in achieving common goals and to collaborate on major initiatives for a stronger Aus-Indo bilateral relationship that benefits people-to-people links in both countries.

What You Will Do

- Officer:
 - Support the Partnerships Lead in technicalities to execute the Partnerships team's plans and projects
 - Maintain relationships with existing partners
 - Identify and map opportunities for future potential partners
 - Collaborate with the Communications Team to coordinate with media partners
 - Collaborate with other teams for specific partners related to CAUSINDY projects

Internal Culture

This team has been created to strengthen the connection and sense of belonging among CAUSINDY team members, and to create a positive culture in which team members collaborate, share knowledge, communicate and, most importantly, support one another.

What You Will Do

- Officer:
 - Support the Internal Culture Lead to organise team engagement activities and nurture a positive culture within the organisation
 - Execute and coordinate internal team events and initiatives
 - Manage the internal communications channel/platform for teams to coordinate and communicate
 - Work with the Communications Team to showcase Squadindy's stories

