

CARBON MANAGEMENT EMERGING TALENT PLACEMENT	
TITLE	Events Intern
TEAM	Strategic Advocacy, Growth and Engagement
REPORTS TO	Head of Global Engagement and Events
ROLE TYPE & COMPENSATION	10 to 20 hours per week, part-time and paid
DURATION	Rotations are available from August to December and January to May, with flexibility on commencement dates
LOCATION & WORK ARRANGEMENTS	US based (ideally in Washington D.C. area) and primarily remote. On-site attendance is expected for Institute managed events.

THE OPPORTUNITY	
We are looking for a proactive, diligent undergraduate student to support events. The opportunity includes exposure to end-to-end events management (in-person and virtual), culminating in the student's participation in supporting the event in person on the day.	
YOUR TEAM	The Strategic Advocacy, Growth and Engagement team leads the Institute's external engagement and influence efforts, ensuring our voice shapes CCS policy, public understanding, and industry direction across regions. The team works collaboratively across regions and functions, manages relationships with Members, government stakeholders, and strategic partners, while delivering regional advocacy campaigns, events, and tailored support for fee-for-service and consortia work.
YOUR CONTRIBUTIONS	<p>Event planning and coordination</p> <ul style="list-style-type: none"> Assist with the planning and delivery of Institute-managed conferences, workshops, webinars and stakeholder events. Maintain event planning timelines, checklists and project documentation. Support the coordination of venues, suppliers, speakers and event logistics. Assist with the preparation of event briefs, run sheets and operational plans. Monitor key milestones and follow up on outstanding actions with internal and external stakeholders. Research venues, suppliers, accommodation and local services to support event planning. <p>Registration and stakeholder engagement</p> <ul style="list-style-type: none"> Support the management of attendee registrations and event enquiries. Assist with participant communications, including confirmations, reminders and post-event follow-up. Help maintain accurate attendee, speaker and sponsor information. Prepare registration materials, name badges and delegate resources. Contribute to ensuring a positive participant experience before, during and after events. <p>On-site event delivery</p> <ul style="list-style-type: none"> Be available to support Institute-managed events on-site, including occasional travel where required. Assist with event set-up, registration, signage, room preparation and pack-down. Welcome delegates, speakers, sponsors and exhibitors and provide general event support. Coordinate speaker logistics, presentation management and timing in accordance with event run sheets. Liaise with venues and suppliers to help resolve operational issues as they arise. Capture notes, observations and feedback to support continuous improvement. <p>Virtual and hybrid events</p> <ul style="list-style-type: none"> Support the delivery of webinars and virtual or hybrid events using approved event platforms. Assist with presenter preparation, technical checks and rehearsal sessions.

	<ul style="list-style-type: none"> Coordinate virtual resources, recordings and post-event materials. Communications and event content <ul style="list-style-type: none"> Assist with drafting event communications, including invitations, reminder emails and post-event thank-you messages. Coordinate event collateral, presentations, signage and branded materials. Support the collection of speaker biographies, presentation files and event resources. Capture photos, highlights and content suitable for the Institute's digital channels. Evaluation and administration <ul style="list-style-type: none"> Gather attendance, engagement and feedback data following events. Assist with preparing post-event reports and identifying key insights and recommendations. Maintain organised event files, templates and resource libraries. Provide other reasonable event support consistent with the developmental nature of the placement.
BACKGROUND	<ul style="list-style-type: none"> Currently studying toward, or recently completed, a tertiary qualification in a relevant discipline. Interest in carbon management, CCS, climate, energy, sustainability or a related field.
ATTRIBUTES	<ul style="list-style-type: none"> Curious and willing to learn Collaborative and respectful Reliable and accountable Proactive and comfortable asking questions Adaptable and open to feedback Motivated to contribute to meaningful work
SKILLS	<ul style="list-style-type: none"> Clear written and verbal communication Ability to organise work, manage priorities and meet agreed deadlines Attention to detail and commitment to producing quality work Confidence using common digital tools (e.g. Microsoft 365); role-specific tools can be learned during the placement

OUR VALUES AND BEHAVIOURAL COMPETENCIES

Our Values and Behavioural Competencies define the culture we're building at the Institute, grounded in respect, accountability, and collaboration. They guide how we collaborate to deliver impact for CCS and drive positive global change. Upholding 'above the line' behaviours reinforces this culture, while calling out 'below the line' behaviours helps protect it – as individuals, in teams, and across functions. Together, these expectations shape how we show up, support one another, and contribute to a positive, high-performing workplace.

VALUES	QUALITY	We strive for excellence in all that we do. We are a trusted, knowledgeable and responsive organisation known for exceptional advice and service delivery.
	COLLABORATION	We work cooperatively and our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.
	INTEGRITY	We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.
BEHAVIOURAL COMPETENCIES	COLLECTIVE STRENGTH	You actively develop and leverage the Institute's collective strength.
	ACCOUNTABILITY	You hold yourself and others accountable.
	GROWTH MINDSET	You seek ways to continuously learn and improve.

ABOVE THE LINE BEHAVIOURS	BELOW THE LINE BEHAVIOURS
<ul style="list-style-type: none"> - Demonstrates openness and curiosity - Collaborates effectively and engages proactively with others - Responds promptly and takes accountability for their actions and decisions - Looks for opportunities to improve processes and practices - Communicates clearly and appropriately, adapting their style to suit the audience - Values others' input when making decisions and acts with integrity, humility, and honesty - Engages in difficult or challenging conversations in a respectful and productive way 	<ul style="list-style-type: none"> - Displays defensiveness and negativity - Makes excuses or places blame on others - Avoids accepting responsibility or accountability - Criticises others unnecessarily - Works in isolation without collaboration - Produces work of poor quality - Misses deadlines and key milestones - Withholds information and feels threatened when asked for clarification - Demonstrates ineffective communication skills - Spreads gossip or speaks unfavourably about others