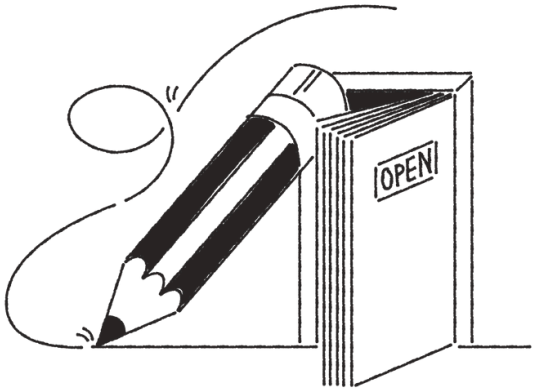
Tauawhi
Lobbying Internship

awhi

Tauawhi is the Awhi Lobbying Internship. This programme provides young New Zealanders from a range of backgrounds the opportunity to work and learn with Awhi.

Our interns—known as Taura Awhi—will gain hands-on experience at the intersection of politics, media, government relations and communications.



Job description: Taura Awhi (Intern)

Key details

Job title: Taura Awhi (Awhi Intern)
Duration: 10 weeks
Hours: 15 hours per week
Wage: $25.00 per hour
Location: Tāmaki Makaurau (Auckland)

Purpose

The role of the Taura Awhi is a pre-entry role used to gain work experience, possibly university credit, and first hand experience in our industry.

The Taura Awhi is a support role, where the main function will be to assist, learn, and grow, while supporting all levels of consultants in their mahi.

Specific duties and responsibilities

Serving in a support role, the Taura Awhi provides support across the following activities:

- Support kaimahi with delivery of client activities, including drafting action plans, content creation, media relations, corporate support, and provision of project updates.
- Creation and maintenance of reference materials for the organisation and its clients.
- General administrative support, including arranging files and office organisation.
- Other such duties that may be developed and assigned from time to time.

General duties and responsibilities

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to health and safety at work when undertaking work or observing others in the workplace.

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