

**Job Title: Membership & Events Intern**

**Organisation:** Australian Chamber of Commerce (AusCham) Vietnam

**Location:** Ho Chi Minh City, Vietnam

**Job type:** Full-time

**Reports to:** Membership Manager & Marketing Manager

## About AusCham Vietnam

The Australian Chamber of Commerce in Vietnam (AusCham) is an independent, not-for-profit, and membership-based NGO. AusCham represents and promotes the interests of Australian businesses operating in Vietnam. We are proud to provide pivotal business and cultural support to our members' and sponsors' activities in Vietnam.

## Job Summary

AusCham Vietnam is seeking a proactive and enthusiastic Membership & Events Intern to support the planning and execution of business networking events, seminars, workshops and member engagement activities in Ho Chi Minh City.

Reporting to the Membership Manager & Marketing Manager, the intern will assist with membership administration and engagement initiatives, event coordination and communications within an international business chamber environment. This role is ideal for fresh graduates who are interested in communications, business development, international relations, marketing & event organisation.

This internship is for a period of 06 months.

## Key Responsibilities

### **Membership Administration & Engagement Initiatives:**

- Assist with membership renewals and database management.
- Support member engagement activities and maintain regular communication with members and prospective members.
- Conduct research on potential members & sponsors.
- Support the preparation of proposals, presentations, and promotional materials.

### **Marketing & Events:**

- Assist in designing marketing materials and digital communications activities.
- Assist in the coordination of AusCham Vietnam's events, including networking functions,

- workshops, and flagship events.
- Coordinate with venues, suppliers, speakers, sponsors, and event partners as required.

### **Qualifications**

- Bachelor's degree in Business, International Relations, Marketing & Communications, Event Management or a related field
- Strong communication and interpersonal skills
- Good organisational skills and attention to detail
- Strong interest in events, business networking and stakeholder engagement
- Ability to work collaboratively in a professional team environment
- Proactive, responsible and willing to learn
- Fluency and professional literacy in English
- Experience working with CRM tools such as GlueUp is a plus

### **What You Will Gain**

- A monthly allowance along with additional performance-based bonuses (to be discussed in the interview).
- Practical experience in membership engagement and driven-growth.
- Hands-on experience in organising professional business events and networking functions
- Exposure to the international business community in Vietnam
- Experience in event operations, communications, and member engagement within a dynamic chamber of commerce environment
- Opportunities to develop professional skills in relationship management, business development and marketing.
- Certificate of completion and support with future referrals.

For any further related questions, please kindly contact us via **membership@auschamvn.org**.