

Victorian Chamber Internship Program

Employer Project Proposal

The Victorian Chamber of Commerce established the Internship program to help graduates gain the employability skills required by business. We provide participating members with financial assistance to support the cost of employing an intern. The opportunity on offer is part of this program.

Business Details

Membership Number	
Name	Victorian Chamber of Commerce & Industry
Address	Level 3, 150 Collins Street MELBOURNE
Business description	The Victorian Chamber of Commerce and Industry is the peak body for business in Victoria, informing and servicing more than 15,000 members, customers and clients around the State. Our focus is on leading business into the future. We are committed to being the voice for business, representing and championing our members in a difficult regulatory environment.
Website	http://www.victorianchamber.com.au/

Internship Position Details

Position title	Marketing Analyst Intern
Position overview	The intern will be working closely with the Senior Digital Marketing Manager to primarily support digital marketing data analysis and reporting. Key activities include: data mining, trend analysis, report formatting. Presentation layouts and pack development.
Position details	<p>Key responsibilities (tasks and duties the student will undertake as part of the project on a day to day basis):</p> <ul style="list-style-type: none">• Review of current data gathered, including Google analytics and Marketo statistics (Marketo experience is not essential)• Conduct data and trend analysis• Based on the review and associated analysis, produce a PowerPoint pack/report for senior management• Adhoc Marketing activities that includes writing short paragraphs of copy and assisting with creative design.• Coaching and direction will be provided. <p>Skills required to fulfil the role:</p> <ul style="list-style-type: none">• Marketing Data analysis & reporting experience• Strong Excel skills• Ability to present data analysis results in various formats for ease of presentation to various audiences

- Digital and social platforms
- Communication skills
- Time management

Ideal personal attributes:

- Analytical thinker
- Positive approach
- Willingness
- Good problem solver
- Team player

Project Details

Project hours	120 hours for all Victorian Chamber Internship projects. Any hours in addition to 120 will be external to the program.
Proposed start date	23 May 2017
Proposed completion date	Completed by July date TBC.

Employment Details

Award name	Award name and Level:	Clerks – level 2
Hourly rate	Hourly rate of pay excl. gst.:	\$27.11

Please note, this rate may vary dependent upon the age, and skill level of the chosen candidate.

Contact the WPR Hotline to confirm the relevant Award name and rate of pay on Ph: 8662 5222.

For Essentials members, inform the WPR team member that you are in the process of preparing a proposal as this is an additional service available to you as **part of this program only.**

Employment status	<ul style="list-style-type: none"> • Casual (includes 25% loading in lieu of part-time entitlements)
Hours of work	We are flexible on working days/ hours. Our standard business hours are 9.00am to 5.15pm with an unpaid meal break of 60 minutes. Ideally the intern will work for two days per week.
Field of study	Marketing (2 nd or 3 rd year undergraduate student or above)
