

Internship Role Description

UI Assistant

Leadership Category	Grade 1 of 4 (Researching, Supporting)
Reporting Line	Interns & Administrators Reports to Managers Supervised by Coordinators
Agreement Term	Unpaid at 3 days per week 3 months

Who we are

Communiter (CT) is a social enterprise with a mission to connect, engage and mobilise volunteers to tackle complex social issues. We're an aggregator, and we facilitate collaboration between government, corporate, education and community sectors to amplify their collective impact.

We are purposeful and pragmatic people who practise what we preach. We care deeply about other people, our community, and the environment we live in. Our organisational values are agency, equality, humanity, integrity and solidarity.

Pivoting through the challenging social and economic environment of the pandemic, we have emerged stronger with a new structure, a more diversified revenue stream and deeper customer engagements. We've also obtained substantial funding from contracts with the Department of Social Services and Study NSW that will accelerate our ability to achieve our vision whilst piloting new initiatives and validating new markets.

The Role

We're seeking a detail-oriented person who wants to dive head first into a Product team. This is a unique and exciting opportunity to apply your technical skills whilst building a purposeful career. You will be able to put your own stamp on how Communiter communicates and releases improvements to our social impact platform.

Mentored by the Product Manager, you will work with our product development process, be involved in designing beautiful workflows and creating the UI to match. You will gain a wealth of workplace experience in participating in the ins and outs of how a Product team runs within a tech company, as well as developmental opportunities relating to UI, UX and Product.

Responsibilities

- Create High Fidelity Prototypes on Figma;
- Utilise UI best practice to suggest improvements to platform;
- Support Release testing where required;
- Work on Jira tickets in Jira Software;
- Make sure Confluence pages are up to date and linked correctly;
- Work with Product team members to communicate updates to the platform;
- Provide insights and feedback on other areas of CT to improve user interface;
- Any other work-related deliverables as directed by the Product Manager.

Competencies

Experience: **Some relevant** education and/or similar work experience

- Studying or training in IT, UI Design, UX Design, Graphic Design or similar;
- Previous experience in UI principles, Jira and/or Agile processes preferred;
- A flexible/adaptable approach to change and support others to do the same;
- Both spoken and written communication skills with experience of adapting your style and approach to the audience and message to be delivered.

Project **delivery**

- Developing knowledge of work practices and projects;
- Ability to handle multiple projects at once;
- Strong interpersonal and communication skills, with the ability to work effectively with other internal teams to create impact.

Communication

- Ability to **collaborate with** Administrators and Interns;
- Ability to **report** information back to Coordinators, Liaisons, Officers and Managers.

Specialisations

Interns are unpaid opportunities for students to hone their practice and to experience a work environment over a 3-4 month period.

Administrators serve as an entry-level position to take on responsibilities that are core to CT's service delivery, from either a capacity and/or a competency level.

Career progression and development discussions are a regular agenda item between you and your line manager. In addition, the organisational chart is regularly reviewed, updated and communicated internally to show upcoming vacancies and new roles to match the growth of the organisation.

KPIs are set with your line manager on a quarterly basis.

Internship Program Overview

Communiter internships are one-of-a-kind and highly rewarding to those who give it their all. Our most important asset is our people. Being a purpose-led organisation with a young workforce, we have a supportive tight-knit culture that comes from the passion in doing something greater for the world. Being a values-driven team, we run both external and internal campaigns to act on our care about people, the community and the environment we live in.

As we are currently in a transition phase from start-up to scale-up, we move fast, and our interns are absolutely part of that journey. We know that this journey isn't for everyone, thus at one-third of the way into every internship, we will check in to ensure there is a good mutual fit between us.

What do you give -> What do you get?

Successful completion of the internship	Pathway to employment A reference from us to improve your employability & potential career opportunities at Communiter
Application of technical skills	Development of technical skills An internal expert or external mentor to guide you professionally
Engage in the workplace culture, including commitment to minimum at-office hours	Development of soft skills Structured education, ie. group workshops and 1-on-1 sessions on 'how' to work and be the owner of your scope of work with real impact
Willingness to learn and immerse yourself in your team	Swift and structured induction month 1-week induction schedule followed by 2-3 weeks of shadowing and functional work, with progressive responsibilities allowing you to prove yourself and achieve according to your ambition
Transparent communication about your progress, to what extent this internship is prioritised in your schedule and whether it aligns with your goals	Mutual relationship of being taken seriously Resources invested for your success & genuine respect given to you from day 1 as the owner of your role
Fail fast, fail often approach	Upfront and constructive feedback Honest observations and assessment on how you are doing, what your strengths and weaknesses are
Hunger and curiosity for more, a go-getter attitude	Richer opportunities

	Referrals and direct introductions to our connections & entry to more opportunities within your team and across the organisation
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Relationships

- Reports to: Product Manager
- Supervised by: UX Designer
- Works with: Functional team: Product
- Collaborates with: Product Support Coordinator, Digital Storytellers

Grade 1 Leadership Autonomy

- Work with stakeholders on designated activities as a Product team member on a day-to-day basis;
- Ability to undertake routine activities with basic skills and knowledge;
- Exercise initiative in the application of established work procedures;
- Support the planning and production of activities within a clearly defined area of Marketing;
- Provide ad-hoc support and assistance to senior team members.