



PAPUA NEW GUINEA OLYMPIC COMMITTEE COMMONWEALTH SPORT eqUIP INTERNSHIP

WHO YOU ARE

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| Your Title | Marketing and Communications Intern |
| Status | Full-Time Intern |
| Duration | 10 months (41 weeks) |
| Location | Port Moresby, Papua New Guinea |
| What is Your Department | Commercial Division |
| Who Do You Report To | The Marketing and Events Coordinator and Media and Communications Officer |

PURPOSE OF YOUR ROLE

This is a paid internship position that facilitates and contributes to the successful implementation of the events and communication strategies of the organisation as per the organisations annual operational plan.

ABOUT THE eqUIP INTERNSHIP PROGRAM

The Commonwealth Games Federation (CGF) EQUIp Internship Program is an initiative aimed at providing young professionals with a unique opportunity to gain hands-on experience in the sports administration and management field.

The program aims to develop the next generation of leaders in the Commonwealth sports movement and provide a platform for personal and professional growth.

In partnership with the CGF, the Papua New Guinea Olympic Committee (PNGOC), in its capacity as the Papua New Guinea Commonwealth Games Association (PNGCGA) is providing an internship opportunity to an individual in the field of Marketing and Communications within the organisation.

ABOUT THE PNGOC

Established in 1961, the Papua New Guinea Olympic Committee (PNGOC) is a non-government, not-for-profit organisation with the responsibility to select, send and fund Team PNG to the Olympic Games, Commonwealth Games and Pacific Games.

The PNGOC is a believer of sport as an enabler for sustainable and inclusive development. As one of 206 National Olympic Committees world-wide, the PNGOC is the flagship of PNG sport development and international participation, which has evolved over the last 61 years.

We are a values-based organisation with the vision to “Inspire and Unite Papua New Guinea through Sporting Excellence and Success”.

For more information about the PNGOC, you can visit our website at <http://www.pngolympic.org/>



WHAT YOU WILL BE DOING

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| <p style="text-align: center;">Marketing Duties</p> | <ul style="list-style-type: none"> • Assisting in the development and execution of marketing campaigns and strategies • Conducting market research and analyzing consumer data • Helping with the creation and distribution of marketing materials (e.g. flyers, email campaigns, social media posts) • Assisting with event planning and coordination • Providing administrative support to the marketing team • Participating in meetings and presentations to gain insights into the marketing industry • Performing other tasks as assigned by the marketing team |
| <p style="text-align: center;">Communications Duties</p> | <ul style="list-style-type: none"> • Assist in the execution of the organisations Communications Plan • Supporting the management of social media accounts and website content • Supporting the creation and distribution of communications materials (e.g. press releases, newsletters, articles, and social media content) • Assist with photography and videography • Conducting research on past events of the organisation and compiling data • Supporting media outreach and relationship-building efforts • Assisting with event planning and coordination • Providing administrative support to the communications team • Participating in meetings and presentations to gain insights into the communications industry • Performing other tasks as assigned by the communications team. |

Marketing and Communication Intern Position Description



ABOUT YOU

- Have a valid passport - MANDATORY
- Under the age of 30 by December 2023;
- Currently studying or is a recent graduate within the last 12 months;
- Currently studying or studied (in 2022) Media and Communication and/or Marketing and Events (highly desirable);
- Highly motivated self-starter;
- Good oral and communications skills;
- Punctual;
- Ability to work under minimum supervision;

APPLICATION PROCESS

Please send an UPDATED copy of your resume and cover letter to the Papua New Guinea Olympic Committee by Monday, February 20th 2023.

We anticipate an influx of applications for this internship opportunity. Only short-listed candidates will be contacted for an interview.

Your cover letter is to be addressed to the Secretary General.

Please email your two documents through to pngolympic@pngoc.org.pg

If you have any further queries about the role please email our team at events@pngoc.org.pg