



DON'T MESS WITH DRUGS FOUNDATION

# Project Management Intern

Don't Mess with Drugs Foundation provides education, mentoring and rehabilitation services to improve young people's lives and to save lives. It is a non for profit charity.

### **Vision and Mission:**

To create a better Australia around us. To have a positive impact on those who misuse and abuse drugs, and help them through education, mentoring and rehabilitation to have healthy and meaningful lives.

### **Why we exist?**

Young lives are at risk and impact on the whole community. We will not sit on the sidelines and not do anything about it.

### **Position: Project Management Intern**

### **Description:**

DMWD Foundation is offering a student exposure to their field of study and will provide experience that will be useful to the student's education and meaningful preparation for future professional employment. The intern will be exposed to current and future business projects, project meetings and assist with project documentation.

The opportunity will require an awareness and understanding that DMWD is a non for profit charity. The position will require a comprehensive list of duties.

### **Responsibilities:**

- Assist in the development of business projects (Business Communications, Analytics, and General Business)
- Utilize Microsoft Office products, prepare spreadsheets with data interpretation
- Perform related duties in support of project efforts including design, monitoring, data extraction, and research. Reporting in a concluding manner.
- Provide support with project meetings –schedule project meetings, assist with project documentation, document meeting minutes and project action /task/items.
- Create, and analyse process workflows to increase efficiency with cross functional divisions and departments.
- Communicate project and program manager requirements
- Analyse data trends
- Create Reports





## Project Management Intern

- Support project and initiative alignment efforts with Administrator's vision, mission and goals.
- Create and maintain files
- Draft internal correspondence
- Perform general and or clerical duties as assigned
- Ensure compliance with policies and rules
- Work closely with DMWD Project Manager
- Effectively deal with a variety of situations and find appropriate solutions
- Planning projects from start to finish
- Involvement in managing a team
- Using communication and controlling skills to ensure the right outcome
- Manage deadlines
- High level of English Language
- Ability to cope with limitations
- Team management experience preferable
- Ability to defuse tension among project team
- Ability to work independently and team oriented
- Strong interpersonal skills
- Basic knowledge of administration and finance

### Qualifications:

- Knowledge of Policies for DMWD
- Knowledge of Non for Profit Charities their requirements and limitations
- Microsoft products (Word, Excel, Power Point etc.)
- Skill in personal computers and laptops
- Creative thinking and conceptualization
- Creative in messaging
- Good written and verbal communication skills
- Ability to carry out simple instructions
- Deal with some abstract but mostly, concrete variables.
- Deal with non-verbal symbols in formulas, equations or graphs
- Add subtract, multiply and divide whole numbers, fractions, decimals and percentages
- Prepare meaningful, concise and accurate reports
- Use proper research methods in gathering data
- Arrange items in numerical or alphabetical order
- Gather, collate and classify information about data, people and/ or things
- The ability to plan
- Co-ordinate and manage a project
- Finish a project with the deadline
- Some prior experience in managing projects
- Cope with unexpected changes
- Learn how to adapt, manage and motivate a team





## Project Management Intern

- Start Date:** TBC  
**Hours:** 10 hours per week  
**Compensation:** This is an unpaid internship. However, academic credit may be applicable pending the circumstances.

### **Benefits to Intern:**

- All work and participation is supervised
- All work has clear instructions, guidelines and learning outcomes
- There is feedback and communications at regular points during the internship period
- Work is assigned on ability, interest area and relevance to study and course
- Varied levels of work and different types of challenging tasks to suit students
- Hours are flexible and adjusted to individuals and tasks allocated during internship period
- Tea, coffee, lunch provided
- Safe work environment
- Reference will be provided if required, at the end of the internship
- Potential for some paid work after internship period and when study is completed
- Monday to Friday
- If required for field work during the weekend, non-intern terms may/will apply
- DMWD is an Equal Opportunity Employer

