



Customer Experience & Administration Internship

TAMIL FEASTS

CERES Environment Park, Corner of Stewarts and Roberts Streets, Brunswick East
7 hour per week, Internship, unpaid

Background:

[Tamil Feasts](#) is a social enterprise that serves up traditional Sri Lankan fare at CERES Community Environment Park. Prepared by Tamil men currently seeking asylum in Australia, these three times a week FEASTS create a context in which the chefs are able to share their cuisine and culture with the wider community. This unique enterprise simultaneously creates a space in which Australians are able to show their support of individuals who are presently undergoing the difficult experience of seeking refuge in a foreign land - all the while partaking in some seriously tasty food!

Position Description

We are currently looking for a quick learner to join the Tamil Feasts admin/marketing/ and website team as an intern for an immediate start.

This is a 3-month internship where you will have the opportunity to gain experience in a social enterprise focusing on asylum seeker issues.

Key Selection Criteria and Responsibilities:

- Ability to provide general admin/receptionist support
- Answer general enquiry emails
- Organise emails & files
- Data entry
- Assisting marketing
- Website design - specific skills in Wordpress.

Required Skills / Experience:

- Demonstrated understanding of the experiences of people seeking asylum
- Demonstrated experience in creating engaging social media content
- Knowledge and experience in marketing and promotion
- Excellent interpersonal and communication skills - both written and verbal
- Ability to work within a team

- High attention to detail and appreciation of brand consistency

Interviews will be conducted on April 5th - to commence start April 18th.

Job Type: 7 hours a week

Benefits:

Volunteering at Tamil Feasts means contributing to a project that has a direct impact on the lives of the Tamil chefs while simultaneously raising awareness around the important contribution those seeking asylum in our community have to make.

This role offers the unique opportunity to be involved in a social enterprise seeking to expand. The project promises massive potential and requires assistance and expertise in the increasingly important realm of website and marketing. This internship offers the opportunity to have a direct impact on the project's growth.

Endless curries and thali plates ☺

Times / Days:

Tuesday or Wednesday, 10am - 5pm.

Some additional time will be required throughout the week to tend to specific social media/marketing needs. There is some flexibility around exact hours/days.

Required Commitment:

This role requires a 12-week (3 month) commitment of 6-8 hours per week.

TO APPLY:

- Please address the Key Selection Criteria while incorporating the required skills /experience.
- Submit CV
- Email application to tamilfeasts@ceres.org.au by 5pm on March 28th.

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