



# DeadlyLabs Project Intern

Job reference: DL01

**Job description:** At DeadlyScience, there are meaningful learning, training and skill development opportunities for Indigenous people in project coordination for a not for profit charity. DeadlyScience supports Indigenous interns to develop practical skills, gain real-world career experience and build professional networks.

With DeadlyScience, the opportunity exists for you to:

- Gain knowledge and experience in project delivery;
- Assist in developing Science, Technology, Engineering and Mathematics (STEM) educational resources connected with the DeadlyLabs project;
- Gain the opportunity to make an impact on project goals and results;
- Participate in developmental activities with DeadlyScience supported by a supervisor;
- Network with leaders and members of the project members across multiple aspects of the project as required; and
- Receive hands-on experience and see the frontline aspects that make STEM education in Indigenous communities possible.

**Job type:** Paid internship for 30 hours. Based on availability, this will be modeled on 3 hours per week over 10 consecutive weeks.

**Location:** Work From Home

**Supervisor:** Manager of Programs

**Main Duties:**

- Actively participate in the resource development for the funded STEM engagement project.
- Gain an understanding of and contribute to project deliverables.
- Participate in projects, shadow and learn about project design, equipment procurement, stakeholder impact, project milestones, project scheduling and budget considerations.
- Work alongside our project teams and Indigenous communities as we continue to develop the project.

Responsibilities are basic abilities interns must possess but do not reflect the daily activities of interns nor the work that will be assigned.

**Responsibilities:**

- Conduct data entry and basic analysis.
- Provide assistance with projects to ensure deadlines are met, including procurement, packing and postage of equipment
- Provide input on resource development.
- Carry out other duties and responsibilities as assigned.
- Attend regular communications with appropriate team and supervisor with regularity, consistency and punctuality.

**Skills and experience:**

- Strong interest in STEM and Indigenous education.
- Thrives in a team as a dynamic, proactive and continuous learner.
- Strong interpersonal, written and oral communication skills.
- Has access to a workstation (Laptop or computer) and internet connection.
- Basic IT literacy skills.
- Authorisation to work in Australia.

**DeadlyScience strongly encourages Aboriginal and Torres Strait Islander applicants.**

DeadlyScience is an Equal Employment Opportunity, Alcohol & Drug Free Workplace. Due to the nature of this role, the successful candidate must be prepared to undertake a Working with Children Check.

**Disclaimer:** The above information has been designed to indicate the general nature and level of work performed by interns in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications