



AALA National Partnership & Sponsorship Officer and Subcommittee Secretary Volunteer | Position Description

About the role

- Would suit persons with marketing and/or public relations experience, particularly those who enjoy client-facing roles
- Provide secretarial support to the Asian Australian Lawyers Association (**AALA**) Partnerships and Sponsorship subcommittee (**Subcommittee**)
- Attractive opportunity for students and young professionals looking for volunteer work experience with Australia's premier non-profit community organisation focused on advancing cultural diversity in the law

The Role

At a high level, the officer and secretary will assist the Subcommittee in two key ways:

1. Acting as the designated point of contact with partners and sponsors.
2. Providing secretariat services to coordinate the effective functioning of the Subcommittee.

Specific responsibilities include:

The officer and secretary's responsibilities will include:

- communicating with partners, sponsors, the Subcommittee and the AALA National Executive Committee; maintaining a register of historical and prospective partners and sponsors
- organising (including preparing agendas for and taking minutes of) Subcommittee meetings
- preparing a Partnerships and Sponsorship policy to guide decision-making regarding existing and prospective partners and sponsors
- assisting with the planning and execution of other projects undertaken by the Subcommittee from time to time

Skills Required

This role would suit candidates from a wide range of backgrounds with experience in marketing and/or public relations and secretarial functions who possess the following transferable skills:

- experience liaising and engaging effectively with both internal and external stakeholders
- experience managing student associations or professional committees, including preparing minutes and records of meetings
- ability to work autonomously and with initiative, but also collaboratively as part of a team;
- a high level attention to detail

- well-developed verbal and written communication skills
- technological aptitude, including proficiency with the Microsoft Office and Google suites

Time commitment and application

For the successful applicant a commitment to AALA's objectives is essential. You are expected to volunteer, on average, 4 hours of your time per week.

Term of appointment

12 months, subject to a 3-month trial period.

How to apply

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to partnerships@aala.org.au by 6pm AWST 6 March 2026.

About the organisation

Asian Australian Lawyers Association (**AALA**)

AALA is the national peak body for lawyers with an interest in Asia and Asian Australian lawyers. We are a national, not-for-profit, volunteer-run organisation with Branches in all States and Territories.

We endeavour to foster cultural diversity and exchange in the Australian legal system and to help build connections with Asian legal systems.

We have members from all walks of legal life, including students, lawyers and principals from small, medium and large firms, barristers, in-house and government lawyers, and the non-profit and international sectors.

The objectives of AALA include:

1. To bring together members of the legal profession of Asian heritage and cultural background and others with an interest in Asia;
2. To provide a cohesive professional network to advocate for, and provide support to, our members and to benefit from shared learning and experience
3. To improve the capability and reputation of the members in the legal profession through raising public awareness and providing education;
4. To develop links with Asian legal associations and facilitate and promote access for members to Asian legal markets;
5. To promote and facilitate Asian cultural diversity in the senior ranks of the legal profession;
6. To promote a mutual understanding of Australian and Asian legal systems; and
7. Such other purposes as the association, by general meeting, may determine, as an independent, politically unaffiliated and religiously tolerant organisation.