



Paralegal Intern

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Equity and Diversity Plan and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

- Be a part of Australia's independent national broadcaster
- Contract Vacancy for Approximately 12 Months
- Part-Time Hours (2 days p/week)
- \$40,397 - \$42,029 p.a. (pro rata) + choice of 15.4% super
- Ultimo, Sydney: Convenient CBD location (near Central Station)

Working at the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With more than 4,000 employees from diverse backgrounds across more than 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

Come and join ABC Legal and start your career in the dynamic and passionate media industry. The ABC's a great place to work; we provide various opportunities for Indigenous staff, including attending the national Indigenous staff conference, career support and a mentoring program and activities during NAIDOC and Reconciliation week.

You'll have a friendly and supportive environment to learn and grow in, with a vibrant, dynamic and cohesive team and a manager who will help you with any questions and give you regular opportunities to talk about your progress. You'll also have access to a network of Indigenous staff and support from the ABC's Indigenous Employment Manager.

About the Role

This is an exciting opportunity for a self-motivated law student who enjoys working collaboratively with others and has a genuine interest in the media.

- Working with senior lawyers, you will provide basic administrative assistance to the ABC legal team as well as:
- Assist ABC lawyers with basic admin support as required
- Assist with the development of training and reference materials
- Assist with answering the main phone line, connect calls from the ABC's external and internal clients with appropriate departments and personnel quickly and efficiently

You will also be given opportunities to observe court proceedings, attend training sessions, and learn from experienced lawyers who perform a range of tasks in the media law and entertainment fields.

About You

If you also have the following attributes, we would love to hear from you:

- Curious and driven with a keen interest in the media
- Enrolled in an undergraduate law degree or similar discipline
- Good clerical, basic drafting, and proofreading skills
- Developing oral and written communication skills

How to Apply

For further information on this position please contact Michele Freeman, Practice Coordinator, ABC Legal on 02 8333 5847

Please complete the online application form via abc.net.au/careers

Applications Close: 11:55 pm, 19th September