



Work Placement Position

The Cultural Intelligence Project Business and Program Assistant

The Cultural Intelligence Project is a collective of outlets that exist to promote ways conscious business can become core to all brands and organisations. The mothership of conscious business, TCIP is led by respected co-founders - Adele + Cara Peek, who have dedicated their lives to helping people and businesses transform mind-sets that result in positive change. To find out more, visit [The Cultural Intelligence Project](#)

Subject: **Session 2 (60):** BUS110 (35hrs), BUS370 (120 hours)

Specialisation: Event management/planning, Business administration, entrepreneurial / start up studies

Location: Remote / Flexible

Availability: 1 position for each

Further information:

In consultation with the Head of Strategy and Head of Innovation, undertake event management/planning and business process administration in relation to a start up/entrepreneurial hub in Broome with a focus on First Nations people and assist with event management and planning for Saltwater Country and its flagship event Rhythm + Ride.

Identify and document processes and requirements with a focus on consolidating the Hub and launching programs within a start up / entrepreneurial environment.

Assist TCIP team with business process development across the spectrum of the organisation. Assist SWC volunteers with specifics of event set up and management.

Define, develop and practically apply theoretical skills in event planning, business administration and start up / entrepreneurial learnings in a unique and creative setting.

How to apply: Email cover letter, résumé and academic transcript to Justine Robins justine@theculturalintelligenceproject.com or call 0438 656 845 for further information.

Closing date: [Closing Date](#)
