**Proud and Ready Intern**

**Community Health Promotion, Administration and Liaison Support Intern - ACON Hunter (Newcastle)   
0.4 FTE, 2 days per week**

**About the Proud and Ready Program**

ACON’s Proud and Ready Program is a paid, structured internship designed to equip you with real-world experience, mentorship, and industry connections to build confidence and job readiness in the health and community sector.

This six-month, part-time internship strongly encourages applications from LGBTQ+ Aboriginal and Torres Strait Islander women, women from multicultural backgrounds, women in regional NSW, and young women, who have faced barriers to entering or re-entering the workforce. Interns will be placed across ACON’s diverse teams, including women’s health, Aboriginal health, alcohol and other drugs, sexual, domestic and family violence programs, marketing, and business administration. You’ll gain hands-on experience, receive mentorship, and develop key skills in health promotion, research, and advocacy.

There are a number of internships available, which will contribute to community health initiatives on projects such as conducting research, community outreach, supporting event planning, and creating digital communication materials. You’ll work alongside experienced professionals while accessing structured training, supervision, and peer networking opportunities to strengthen your professional development.

Be part of a program that drives change and opens doors for individuals in the workforce by joining a supportive, inclusive environment that fosters growth, confidence, and career pathways.

**Ok, so what’s the role?**

The Community Health Promotion, Administration and Liaison Support Intern will work within ACON Hunter’s Front of House (FOH) and Community Health Promotion teams who provide services across the Hunter, New England, Central Coast, and Western regions of NSW. This is an excellent chance to develop skills in health promotion, community engagement, administration, and client support while making a meaningful impact.

In this role, you’ll provide essential reception and administrative support, including client liaison services, assisting with the Needle Syringe Program (NSP), and supporting a drop-in sexual health service. You’ll also have the opportunity to participate in regional events, and assist in the delivery of education and referrals to LGBTQ+ peers and service providers to improve inclusion and access to care.

Key responsibilities include reception and administrative support, including greeting clients and assisting with the intake process; supporting Needle Syringe Program (NSP); assisting with the drop-in sexual health service, helping clients access information, resources, and safe sex supplies; participating in regional events to promote health education and referrals for LGBTQ+ communities; and contributing to the overall operations of ACON Hunter’s Front of House and Community Health Promotion teams.

This role is ideal for someone who is passionate about LGBTQ+ health, enjoys working directly with communities, and is eager to build skills in health promotion, administration, and client support.

**All available internships include:**

1. First Nations Community Health Promotion Intern - ACON Northern Rivers (Lismore)
2. First Nations Community Health Promotion Intern - ACON Sydney
3. Community Health Promotion, Administration and Liaison Support Intern - ACON Hunter (Newcastle)
4. Sexual, Domestic and Family Violence Health Promotion Intern - ACON Sydney
5. LGBTQ+ Women’s Health Promotion Intern - ACON Sydney
6. Digital Content Intern - ACON Sydney

**Who are we looking for?**

We’re seeking passionate, motivated individuals who are eager to develop their skills and gain hands-on experience in community health. The ideal candidate is curious, proactive, and committed to making a positive impact. You should have a strong interest in health promotion, advocacy, or community development, and be keen to work in a collaborative, supportive environment. No prior experience is necessary—just a willingness to learn, contribute, and grow in a program designed to elevate your career prospects.

**What else can we tell you?**

ACON provides a diverse, nurturing, and fun workplace. ACON’s employees and volunteers are at the heart of everything we do and working at ACON would see you join a community of passionate people who deliver innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Generous learning and development opportunities.
* Potential for tailored mentoring opportunities.
* Supportive working environment with a knowledgeable and friendly team.

**What’s the remuneration and working details?**

**Salary**: $52,303.00 (Gross FTE per-annum, PLUS Superannuation and Leave Loading)

**Locations**: ACON’s Gadigal/Sydney Office, ACON’s Awabakal/Hunter Office or ACON’s Bundjalung/Lismore Office.

**Hours:** Part Time (28 hours per fortnight / 0.4 FTE) on a 6-month fixed term contract.  
Days and times of work may be negotiable.

**We are committed to diversity and inclusion. Aboriginal and Torres Strait Islander women, women from multicultural backgrounds, women in regional NSW, and young women are strongly encouraged to apply.**

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

* Salary Packaging up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, tax free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

* + 1. **Your completed ACON application form**
* Ensure all details are filled in.
* Download the form at <https://www.acon.org.au/about-acon/jobs/>  
  + 1. **Your Cover Letter (max 2 pages) or a short video (max 3 minutes):**

Outline the following:

* 1. Your preferred Internship
  2. How this Internship aligns with your personal values and interests
  3. Any relevant skills or experience that align with the position/selected Internship

Applicants are welcome to submit a video instead of a cover for the purposes of accessibility. This option supports those who may find verbal expression more effective than written formats.  
**If submitting a video:**

* Please use MP4 (.mp4) or MOV (.mov).
* Keep the file size under 25MB if possible
* If needed, use Google Drive, Dropbox or OneDrive and share the link within your application email.
  + 1. **Your Resume (max 2 pages)**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**More information and support:**

For more information on the role or for support with submitting an application, please contact the Proud and Ready team via email at **Proudready@acon.org.au**

**Applications close: Sunday 23rd March 2025**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

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| APPROVED: Matthew Vaughn | Director HIV and Sexual Health Division | February 2025 |

**POSITION DESCRIPTION**

**Position Title:** Proud and Ready Intern

**Work Level:** Admin

**Reports To:**  Project Coordinator, Proud and Ready

**Direct Reports:** This position does not have any employees reporting into it

**Position Overview**

The Proud and Ready Intern will participate in a structured, skills-based internship program designed to provide individuals with relevant skills and experience within a community organisation, supporting them in building work readiness, confidence, and pathways to sustainable employment within the health and community sector.

Interns will receive mentoring, supervision, and training while contributing to projects across ACON’s departments, including women’s health, Aboriginal health, alcohol and other drugs, sexual, domestic, and family violence programs, marketing and communications, and business administration.

Interns will be responsible for assisting with the development and delivery of health promotion initiatives, conducting research on community health issues, supporting event planning and execution, creating digital communication materials, and engaging with community stakeholders. They will have the opportunity to contribute to advocacy efforts, assist in online outreach, and provide administrative support to ensure the smooth implementation of programs.

**About the Team**

Interns will be placed across various ACON teams according to their skills and interests, ensuring meaningful contributions and professional development. Each intern will be assigned a mentor within their placement team, providing guidance and industry insights. The program is structured to ensure regular peer networking and collaboration between interns, fostering a supportive learning environment.

**Main Activities**

* Engage in project work within designated ACON programs, gaining practical experience in health promotion and community development.
* Develop and deliver projects, such as health promotion events, marketing campaigns, or administrative initiatives.
* Attend structured training sessions to build professional skills, sector knowledge, and work readiness.
* Participate in mentorship and peer-based supervision to support personal and professional growth.
* Contribute to evaluations and feedback sessions to assess progress and refine skills.
* Collaborate with internal teams and external partners to build professional networks.
* Support the implementation of resources, programs, initiatives, and services listed as recommendations in ACON’s Multicultural Engagement Plan.
* Support ACON's sexual health testing initiatives, including the provision of point of care tests for HIV.
* Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
* Actively participating in and contributing to an ongoing supervision process, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Demonstrate an understanding of and commitment to ACON’s broader communities, particularly people with HIV, and their needs.
* Perform other duties to assist with the unit's work as requested by the Manager (or designate).

**Selection Criteria**

**Essential:**

1. Proven understanding and/or lived expertise of factors impacting the health and wellbeing of LGBTQ+ women (cis and trans) and communities, and a commitment to engaging these women and communities in NSW.
2. A strong interest in community health, health promotion, communications, and/or business administration.
3. Ability to work both independently and collaboratively in a team environment.
4. Ability to manage time effectively and complete assigned tasks within deadlines.
5. Strong communications skills, including computer literacy with the ability to use Microsoft Word, Excel and PowerPoint.
6. Commitment to professional growth and willingness to engage in training and mentoring opportunities.
7. Understanding of and commitment to ACON's communities, particularly people living with HIV/AIDS.

**Desirable:**

1. Current NSW driver’s licence.
2. Recommended vaccinations against illness that may adversely impact ACON’s communities.

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email acknowledging receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview, you will be contacted by the Recruiting Manager and invited to an interview. Your interview may take the form of a question-and-answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The Recruiting Manager will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.