

# POSITION DESCRIPTION



**Position Title:** Greater Western Sydney Health Promotion Intern

**Work Level:** Administrative

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

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

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## Position Overview

ACON's Proud & Ready Program provides a paid, structured, entry-level internship centring real-world experience, mentorship and industry connections. Through applied engagement with ACON's core business of creating opportunities for people in our communities to live their healthiest lives, Interns will build confidence and job readiness for a meaningful career in the health and community sector.

Interns will receive individual mentoring, support and training while collaboratively assisting with the development and delivery of health promotion initiatives. Interns can expect to undertake and engage with research on community health issues, provide event planning and delivery support, assist with digital communication design and build connections through stakeholder engagement. They will have the opportunity to contribute to ACON's advocacy efforts, assist in online outreach, and provide administrative support to ensure the smooth implementation of programs.

## The Greater Western Sydney Health Promotion Internship

The Greater Western Sydney Health Promotion Intern will work within ACON's Community Partnership and Priority Population Programs unit, supporting the development and delivery of innovative initiatives for LGBTQ+ people within Greater Western Sydney. This role has a particular focus on improving the lives of LGBTQ+ multicultural communities, including newly-arrived migrants and refugees. This position offers a unique opportunity to support projects that promote the sexual health and wellbeing of LGBTQ+ people in Western Sydney.

This role is suitable for someone passionate about LGBTQ+ health in Western Sydney and eager to gain hands-on experience in a dynamic and supportive environment. They will play a key part in the success of projects while developing valuable skills in health promotion and community engagement. Key responsibilities include assisting with initiatives such as community outreach, workshops, event planning, and ACON Westie (social media).

This role is ideal for someone who is enthusiastic about multicultural LGBTQ+ health in Western Sydney, with a strong interest in sexual health promotion, and a desire to build experience in project management, event coordination, community engagement, and digital media.

## About the Team

The Greater Western Sydney team (GWS) supports LGBTQ+ people and communities in Greater Western Sydney to live their healthiest lives. The team has a particular focus on achieving health equity outcomes for LGBTQ+ multicultural communities, including newly-arrived migrants and refugees, with a primary focus on HIV and sexual health education delivered through outreach activities, community events, workshops, forums, and digital health promotion platforms. They do this by working with communities, organisations, and services to increase access for communities whose health outcomes are impacted by racism, queerphobia and social isolation. Led by the voices and lived experiences of LGBTQ+ people living in GWS, this team works towards building long-term and sustainable communities where LGBTQ+ people in the region can find belonging and connection. Within the health sector, GWS advocate for the needs, issues and safety of LGBTQ+ people across the region, lead a range of outreach and peer education workshops, and share resources, events and feature stories across their dedicated social media platform @aconwestie.

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## 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 and celebrates intersectionality among staff and volunteers.
- ✓ Actively participate in and contribute 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. **Community Advocate:** Demonstrated understanding and/or lived experience of the factors impacting the health and wellbeing of diverse LGBTQ+ women (cis and trans) and a commitment to engaging these communities through outreach, health promotion, and inclusive communications.
2. **Lived Experience Peer:** Demonstrated understanding and/or lived experience of trans and gender diversity, including awareness of historical and contemporary factors and social determinants impacting community health.
3. **Growth-Oriented Learner:** Commitment to personal and professional development following adverse experiences entering or re-entering the workforce with a willingness to engage in training, mentoring, and capacity-building.
4. **Collaborative Communicator:** Strong verbal and non-verbal communication skills, with the ability to work independently and collaboratively in respectful, team-based environments.
5. **Courageous and Ethical Thinker:** Capacity to problem-solve using emotional intelligence, active listening, and sound ethical judgment, especially when working with marginalised or complex community needs.
6. **Organised Administrator:** Confidence in using computer systems including Microsoft Office programs (Outlook, Word, Excel) to manage time effectively, complete tasks, and maintain administrative responsibilities.
7. **ACON Icon:** Commitment to the values and priorities of ACON's communities, including people living with HIV/AIDS and LGBTQ+ people whose lives are shaped by culture, gender, sexuality and health.

### Desirable:

1. Recommended vaccinations against illness that may adversely impact ACON's communities.