

# POSITION DESCRIPTION



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| Position Title: | Trans Health Equity Intern                                  |
| Work Level:     | Administrative  |
| Reports To:     | Project Coordinator, Proud and Ready                        |
| Direct Reports: | This position does not have any employees reporting into it |

## 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 Trans Health Equity Internship

The Trans Health Equity Intern will work within ACON’s Trans Health Equity team and contribute to the development, implementation of evidence-based programs and initiatives that promote trans health and rights, trans-affirming practice, community strength, and equitable access to healthcare.

In this role, the Intern will contribute to and support projects that address the health needs and barriers faced by trans people, while developing valuable skills in content creation, copywriting, social media strategy, digital campaigns, and community engagement. They will gain hands-on experience in a dynamic and collaborative environment, working closely with a passionate team committed to health equity and community-led change.

Key responsibilities include supporting content development through research, updating TransHub pages, scheduling and moderating social media posts, and assisting with digital campaigns and merchandise production. This involves liaising with ACON staff, coordinating campaign elements, and helping organise consultative sessions to ensure outputs reflect the diverse needs of trans communities, particularly those experiencing intersecting forms of marginalisation. There will also be opportunities to contribute to outreach and workshops.

This role is ideal for someone who is enthusiastic and passionate about supporting trans and gender diverse communities, and eager to build practical skills and contribute to meaningful work in a supportive and creative environment.

## About the Team

The Trans Health Equity (THE) team supports trans and gender diverse communities to live healthier, more connected lives. The team focuses on developing, delivering, and evaluating health promotion programs and initiatives that support the wellbeing of trans and gender diverse people and communities, primarily across NSW. THE works closely with other ACON teams to promote trans-affirming practices, develop useful resources, training packages, and provide advice to government, service providers, and community organisations. The team also helps trans community members lead workshops, connect with each other, and build skills in self-advocacy. THE leads and manages TransHub, a digital platform offering information and support for trans people, their loved ones, and health professionals, and runs peer-led workshops and events that help build connection, resilience, and self-determination.

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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.