

POSITION DESCRIPTION



Position Title: Cancer Programs 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 Cancer Programs Internship

The Cancer Programs team is currently rolling out LGBTQ+ community engagement at various Pride events within NSW and across Australia as part of the National Lung Cancer Screening Campaign. The aim is to inform our communities about cancer risks and cancer screening program to encourage eligible community members to participate in screening.

The Cancer Programs Intern will have a dual role: first, supporting the rollout of these community engagement events; and second, assisting with general administrative tasks. This is an excellent opportunity for someone passionate about addressing inequities in cancer outcomes for the LGBTQ+ population, while developing skills in stakeholder communications, campaign development, health promotion and office support.

Key responsibilities include assisting with the planning, execution and reporting associated with community engagement events across Australia. The Intern will also support team members with meeting coordination, expense management, conference bookings and stakeholder outreach.

This role is perfect for someone who is passionate about supporting LGBTQ+ communities and eager to build a career in health promotion.

About the Team

The Cancer Programs team helps LGBTQ+ people take steps to prevent their risk of cancer. Raising state-based and national awareness for our communities, the Cancer Programs team produce specific prevention and screening campaigns for bowel, breast and cervical cancers, as well as smoking cessation and alcohol risk. The team regularly attend a range of outreach events and continues to partner with the NSW Cancer Institute to deliver cancer prevention and support programs. The Cancer Programs team also lead the [Canwe.org.au](https://canwe.org.au) platform; a practical resource sharing community knowledge on diagnosis, treatment and afterwards as well as tips for carers, friends and supporters.

POSITION DESCRIPTION



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. **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.
3. **Collaborative Communicator:** Strong verbal and non-verbal communication skills, with the ability to work independently and collaboratively in respectful, team-based environments.
4. **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.
5. **Organised Administrator:** Confidence in using computer systems including Microsoft Office programs (Outlook, Word, Excel) to manage time effectively, complete tasks, and maintain administrative responsibilities.
6. **ACON Icon:** Commitment to the values and priorities of ACON's communities, including people living with HIV 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.