

POSITION DESCRIPTION



Position Title: First Nations Community 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

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 First Nations Community Health Promotion Intern

The First Nations Community Health Promotion Intern will work with ACON's First Nations Health Project and play a vital role in supporting the development and delivery of culturally responsive programs and services for Aboriginal communities. This is an exciting opportunity to gain hands-on experience in health promotion, with a focus on improving the health and wellbeing of First Nations peoples.

In this role, the Intern will assist with a range of initiatives, including digital communications, health promotion outreach, and community events. They will also contribute to key events such as the First Nations float at the Sydney Gay & Lesbian Mardi Gras Parade, where they will develop valuable skills in planning, implementing, and evaluating outreach activities, as well as collaborating with the First Nations Health Project team to ensure culturally safe and effective service delivery.

This position is ideal for someone passionate about Aboriginal health and looking to build a career in health promotion, community engagement, or public health.

This role has been designed to provide culturally specific services. Lived experience or cultural knowledge is essential for effective service delivery.

About the Team

The First Nations Community Health team help to improve the health of LGBTQ+ Aboriginal and Torres Strait Islander people, including Sistergirls, Brotherboys, trans mob and those living with HIV. They do this through HIV and STI education campaigns targeting Aboriginal people, arts-based community development activities, outreach at community events such as NAIDOC and Reconciliation Week, partnership activities with Aboriginal health organisations and support for NSW Aboriginal sexual health workers. The First Nations Community Health team works across all ACON's supports and services including HIV prevention and support, sexual health and cervical screening, mental health, alcohol and drugs, safety and inclusion, domestic and family violence, and ageing. They also support the organisation of the First Nations float in the Sydney Gay & Lesbian Mardi Gras Parade.

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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:** Proven understanding and/or lived experience of Aboriginal and Torres Strait Islander cultural knowledge, including awareness of historical and contemporary factors impacting community health, or similar cultural and linguistic diversity and intersectional identity knowledge.
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.