



INTERNSHIP PROGRAM

Got a passion for youth issues? Want to get some experience at a leading youth advocacy organisation in NSW? Intern with Youth Action!

Youth Action is the peak body representing youth services and young people in NSW. We work towards a society where all young people are supported, engaged and valued.

Three times a year, we take on a number of (unpaid) student interns. This is a fantastic and fun opportunity to get an experience in the non-profit sector in the communications or social policy space.

Our applications for our Semester 1 intern program are open! The internships start in March and will run through to May 2019.

What are the benefits to interning at Youth Action?

We are committed to helping you grow skills for the workplace and get hands on experience in a policy and advocacy context, in return for your time and input. Through this internship at Youth Action, you will:

- Share the experience as part of a cohort of fellow interns
- Participate in a structured interns workshop series covering a range of skill areas such as project planning, interviewing, research strategies and principles, messaging and communicating, and working in an organisation as a young person
- Deepen your ability to research and write concisely from the perspective of an advocacy organisation, including the ability to find, analyse, synthesise and present information
- Grow your ability to work collaboratively as part of an organisational team
- Learn about Youth Action's work and the issues facing young people and the services that support them in NSW
- Develop relationships with a network of talented and qualified professionals.



Intern topic areas (Semester 1)

Youth Action conducts projects, communications activities, research, advocacy, and campaigns across a number of topics including education and training, employment and work and housing and homelessness. In Semester 1, Youth Action is preparing policy platforms and campaign frameworks for the upcoming state and federal elections.

How to Apply

1. Review the intern position description(s) below;
2. Email info@youthaction.org.au:
 - a. a copy of your resume,
 - b. a 1-page cover letter addressing the selection criteria detailed in the position description you are applying for, any topic area(s) you are interested in, and your availability (hours per week, what days of the week you can work in the office),
 - c. Using the subject line "Internship Application (Your Name)"

Note: Applicants will need to complete a volunteer's Working With Children's Check (free) before starting.

Key Dates

- **APPLICATIONS CLOSE Tuesday 12th February 2019**
- Internship interviews commence week of Monday 18th February 2019
- Internship Orientation the week beginning 4th March 2019
- Internship commence week of Monday 11th March 2019
- Internship finishes May 2019.

Contact:

If you have any questions, please contact Lisa Huynh on (02) 8354 3700 or via lisa@youthaction.org.au.

About Youth Action

Youth Action is the peak body for young people and youth services in NSW. We represent 1.4 million young people and the services that support them.

We work towards a society where all young people are valued, engaged and supported. More information here: <http://www.youthaction.org.au/>.



POLICY AND CAMPAIGNS INTERN POSITION DESCRIPTION

Location: Youth Action
Suite 401, 52-58 William Street
Woolloomooloo, NSW, 2011

Hours: 9am-5pm

Attendance: Up to 14 hours per week, to suit other commitments

Direct Report: Policy and Advocacy Manager

Summary:

Assist the Policy and Advocacy Manager in preparing campaign frameworks for the upcoming state and federal elections and work with the policy and advocacy manager to respond to current youth policy issues in NSW. The Semester 1 internship will run over a period of 12 weeks for 1-2 days per week or total hours negotiated to suit study or work commitments.

Tasks include, but not limited to:

- Monitoring and analysis of government announcements, policy statements and media activity
- Research and analysis of stakeholders relevant to upcoming elections
- Development of campaign communications including letters, fact sheets and templates
- Research and analysis of youth-related issues
- Assist the preparation of submissions, policy papers and briefing notes
- Perform additional tasks when requested

Selection Criteria

- Knowledge of and passion for issues affecting young people in NSW
- Knowledge of and passion for Australia's political process and system
- Ability to research information from various sources
- Ability to critically analyse and synthesise information
- Ability to write in a clear, evidenced based, and persuasive manner
- Ability to work independently and with limited guidance
- Studying or completed studies in a relevant qualification (such as social and political sciences, law and justice, etc.)



Key Internship Dates

- **APPLICATIONS CLOSE Tuesday 12th February 2019**
- Internship interviews commence week of Monday 18th February 2019
- Internship Orientation the week beginning 4th March 2019
- Internship commence week of Monday 11th March 2019
- Internship finishes May 2019.