



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, health or social policy space.

Our applications for our semester two intern program are open! The internships start in July and will run through to October 2018.

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 communications, health or 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 Two 2019)

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 2, Youth Action is preparing policy submissions, policy positions and reviewing existing advocacy resources and strategies for engaging young people as advocates.

For Semester 2, we are advertising the following intern positions:

- Policy Intern
- Take Action (youth led advocacy) Intern

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 Sunday 30th June 2019**
- Internship interviews Tuesday 9 July to Friday 12 July 2019
- Internships commence week of Monday 22 July 2019 with an Orientation
- Internship finishes October 2019.

Contact:

If you have any questions, please contact Lisa Huynh, Administrative Assistant on (02) 8354 3704 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 1.25 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/>.

Youth Action & Policy Association (NSW)

Level 4, 52-58 William Street, Woolloomooloo NSW 2011

youthaction.org.au



POLICY 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 to respond to current youth policy issues in NSW through preparing policy submissions and research on youth issues. The semester two internship will run over a period of 12 weeks for 1 - 2 days per week (proposed) 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 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

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TAKE ACTION 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 reviewing [Take Action](#), an existing advocacy toolkit for young people. Conduct research into other successful initiatives using interactive and online resources to support young people as advocate and change makers. The Semester 2 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:

- Review existing uptake of [Take Action](#) by young people and youth organisations and identify strengths and areas for improvement
- Research and evaluate other organisations and initiatives that provide online and interactive resources to support young people in taking action and creating change in their communities – this may be desk based, and following up with interviews and conversations with organisation representatives as relevant
- Collate research and review into a summary of recommendations and options for adapting [Take Action](#) for young people and youth organisations
- Perform additional tasks when requested

Selection Criteria

- Knowledge of and passion for issues affecting young people in NSW
- Knowledge of, and experience in, youth advocacy
- Interest and experience in using online platforms (including social media) to learn and engage with social justice issues
- 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.)

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