



# INTERNSHIP | EDUCATION

## Job description

- Work as a job coach assistant in one of our vocational training centres
- Experience our unique learning approach and environment
- See an overview of our curriculum and psychometric assessment tools
- Learn communication, mentoring, and coaching skills from our job coaches
- Take part in the designing, making resources for delivering a session that is accessible, motivating, and purposeful
- Support trainees in real work environments such as events or workshops

## Minimum internship period

- High school students - 3 days per week for 4 weeks (from 8 am-4 pm)
- University students - 8 weeks (full time, Monday-Friday from 8 am-4 pm)
- Graduates/Professionals - 4 weeks (full time, Monday-Friday from 8 am-3:30 pm)

## All interns are required to

- Submit their CV plus cover letter which should include why you want to intern with us and the role you would like to apply for, along with the dates you are available
- Complete a police clearance check (if over 18) with Steps support
- Complete disability awareness training (online) before your start date
- Commit to the dates and times as agreed upon after the internship is offered
- Adhere to our code of conduct
- Arrive with an open mind that is willing to learn
- Reply to emails/internal messages in a timely manner

## Location

- Ekamai 10

## During the internship

- You will be asked about your attitudes and perceptions towards our community at the beginning and end of your internship
- You will meet with your mentor regularly and get the opportunity to ask questions and feedback
- You will be assigned a work tracker and be expected to follow assignments with support from your mentor or independently where possible
- You will have a review with your mentor at the midpoint and endpoint of your internship

## On completion of the internship

- You will receive an internship completion certificate
- We will ask you to feedback about your experience so we can share it with other future interns and include it in our social media
- You might be offered future opportunities with us



# INTERNSHIP | COMMUNICATIONS

## Job description

- Work as a comms assistant at our HQ
- Be onboarded to our team and learn about how our brand guidelines, language, and corporate identity help us to achieve our mission
- Help collect content for our social media and newsletters by joining activities and events
- Work with our graphic designer to design your own content
- Join key internal and external meetings
- Write a blog about your experience and/or topic of choice

## Minimum internship period

- High school students - 3 days per week for 4 weeks (from 8 am-4 pm)
- University students - 8 weeks (full time, Monday-Friday from 8 am-4 pm)
- Graduates/Professionals - 4 weeks (full time, Monday-Friday from 8 am-3:30 pm)

## All interns are required to

- Submit their CV plus cover letter which should include why you want to intern with us and the role you would like to apply for, along with the dates you are available
- Complete a police clearance check (if over 18) with Steps support
- Complete disability awareness training (online) before your start date
- Commit to the dates and times as agreed upon after the internship is offered
- Adhere to our code of conduct
- Arrive with an open mind that is willing to learn
- Reply to emails/internal messages in a timely manner

## Location

- Ekamai 10

## During the internship

- You will be asked about your attitudes and perceptions towards our community at the beginning and end of your internship
- You will meet with your mentor regularly and get the opportunity to ask questions and feedback
- You will be assigned a work tracker and be expected to follow assignments with support from your mentor or independently where possible
- You will have a review with your mentor at the midpoint and endpoint of your internship

## On completion of the internship

- You will receive an internship completion certificate
- We will ask you to feedback about your experience so we can share it with other future interns and include it in our social media
- You might be offered future opportunities with us



# INTERNSHIP | PARTNERSHIPS

## Job description

- Work as a research assistant at our HQ
- Learn about why we use social enterprise as a model for inclusion
- Experience grant writing, impact measurement, and SROI
- Conduct research for our Neurodiversity at Work Research Centre
- Join key internal and external meetings
- Coordinate and assist on corporate events: pop-up booth, training and workshop
- Experience partnerships building process with different stakeholders (internal and external)

## Minimum internship period

- High school students - 3 days per week for 4 weeks (from 8 am-4 pm)
- University students - 8 weeks (full time, Monday-Friday from 8 am-4 pm)
- Graduates/Professionals - 4 weeks (full time, Monday-Friday from 8 am-3:30 pm)

## All interns are required to

- Submit their CV plus cover letter which should include why you want to intern with us and the role you would like to apply for, along with the dates you are available
- Complete a police clearance check (if over 18) with Steps support
- Complete disability awareness training (online) before your start date
- Commit to the dates and times as agreed upon after the internship is offered
- Adhere to our code of conduct
- Arrive with an open mind that is willing to learn
- Reply to emails/internal messages in a timely manner

## Location

- Ekamai 10

## During the internship

- You will be asked about your attitudes and perceptions towards our community at the beginning and end of your internship
- You will meet with your mentor regularly and get the opportunity to ask questions and feedback
- You will be assigned a work tracker and be expected to follow assignments with support from your mentor or independently where possible
- You will have a review with your mentor at the midpoint and endpoint of your internship

## On completion of the internship

- You will receive an internship completion certificate
- We will ask you to feedback about your experience so we can share it with other future interns and include it in our social media
- You might be offered future opportunities with us

