

Project Manager, Global Village and Youth Programme - AIDS 2020

About the IAS:

The mission of the International AIDS Society (IAS) is to lead collective action on every front of the global HIV response through its membership base, scientific authority, and convening power.

Founded in 1988, the IAS is the world's largest association of HIV professionals, with members from more than 180 countries working on all fronts of the global AIDS response. Together, we advocate and drive urgent action to reduce the global impact of HIV.

The IAS is the steward of the world's two most prestigious HIV conferences – the International AIDS Conference and the IAS Conference on HIV Science. These conferences have established a gold-standard meeting that convenes the world's top scientists, civil society members and policymakers to jointly discuss the fight against HIV.

The IAS promotes and invests in HIV advocacy and research on key issue areas through our strategic programmes, initiatives, and campaigns that advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at www.iasociety.org.

About AIDS 2020:

The International AIDS Conference is the largest gathering on HIV and AIDS in the world. First convened during the peak of the AIDS epidemic in 1985, it continues to provide a unique forum for the intersection of science, advocacy and human rights. Each conference is an opportunity to strengthen policies and programmes that ensure an evidence-based response to the epidemic. The conference also serves as a focal point to intensify political and financial commitments to AIDS. The 23rd International AIDS Conference (AIDS 2020) will take place in San Francisco and Oakland, US, on 6-10 July 2020. It is expected to convene nearly 20,000 delegates from more than 170 countries.

For more information, visit www.aids2020.org.

Details of Employment:

The Project Manager, Global Village and Youth Programme position will be based in San Francisco, California. They will report to the Head of Local Office - AIDS 2020 and work with the Global Village and Youth Programme Lead. The position is full-time and fixed-term to start from 1 September 2019 to 31 July 2020.

Purpose of the Position:

The Global Village, open to registered conference participants and the general public, provides learning and interactive open spaces to share experiences of diverse communities affected by and responding to HIV. The AIDS 2020 Youth Programme aims to support the meaningful participation of young people throughout all levels of the conference, including planning and development. The programme also aims to ensure the visibility of youth throughout the conference, including the Global Village.

The Project Manager, Global Village and Youth Programme will coordinate and support the Global Village and Youth Programme team as well as plan, organize and implement activities for the conference based on guidance from the Global Village and Youth Programme Working Group.

The successful candidate must have proven abilities in management and planning, ideally in the public health sector.

Main Responsibilities:

- Develop and support effective working relations with stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of Global Village and Youth Programme activities
- Manage the set-up of the online application review system, including liaising with the external abstract system management provider to update, improve and test the system
- Coordinate the various aspects of the Global Village including sessions, market place booths, networking zones, cultural activities and exhibits with the support of staff and a professional conference organizer (PCO)
- Develop an IAS Youth Engagement Strategy for 2020 in collaboration with the Communications team (situation analysis, baseline survey on engagement, AIDS 2018 focus group findings, how we want to engage with young people leaders/drivers at the committee level to programme level) and report to Executive Management
- Manage nominations and engagement of Global Village and Youth Programme Working Group
- Coordinate and support the work of the Global Village and Youth Programme Working Group and convene Working Group meetings
- Serve as the key contact for Global Village and Youth Programme activities (e.g., respond to inquiries and follow-up with applicants)
- Ensure the Global Village sponsors, donors and supporters receive agreed visibility and/or benefits
- Coordinate a review process for proposals, including the development of criteria, research, assessment and analysis
- Contribute to the Global Village and Youth Programme outreach, marketing and promotion
- Advise Working Group members to select activities at the programme activity planning meeting
- Work collaboratively with local and international planning committees and conference secretariat departments
- Develop activity work plans, advise on budgets, and prepare progress reports, minutes from Working Group meetings and printed material content
- Prepare a final post-conference report for the Global Village and Youth Programme at AIDS 2020
- Perform other projects and tasks as needed.

Academic Qualifications:

- A degree in social science, international relations or other relevant discipline or comparable years of experience in the field.

Work Experience:

- At least 3 to 5 years' experience in a non-profit, preferably community-based organization
- Experience in programme planning, development and delivery
- Experience in organizing, coordinating and planning a significant community event and/or conference event, preferably at an international level
- Experience working with and supporting volunteers and committees; group and process facilitation skills
- Experience working collaboratively with multi-sector stakeholders and diverse communities
- Experience working in the field of HIV, international development and youth-related issues would be a strong asset.

Skills/Competencies:

- Excellent organizational, problem solving, interpersonal, cross cultural and team skills
- Excellent communication skills, including speaking, writing and presenting in English
- Ability to handle multiple tasks and meet deadlines under pressure in an intense, complex, multi-stakeholder environment
- Excellent computer skills in various software applications (MS Office)
- Ability to work a flexible work schedule including some evenings and weekends, increasing near and during the conference.

Languages:

- Strong and demonstrated English language communication skills both written and oral are essential for this position
- Knowledge of other languages is a plus.

How to Apply:

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Friday, 10 May 2019. The interviews will be conducted on 3-4 June 2019 in San Francisco. Please note that only shortlisted candidates will be contacted.

Only candidates from the US or candidates already having a valid US work visa will be considered.

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values (learn more [here](#)).

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work.

People living with or affected by HIV are strongly encouraged to apply.