

Associate 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 Associate 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 will work with the Global Village and Youth Programme Lead and the Project Manager, Global Village and Youth Programme. The position is full-time and fixed-term to start from 1 October 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 Associate Project Manager, Global Village and Youth Programme will coordinate the management of the Global Village at AIDS 2020.

Main Responsibilities:

- Plan, coordinate and implement Global Village and Youth Programme activities, including the provision of logistical support, scheduling and resource mobilization for volunteers, conference materials and equipment
- Coordinate a review process for activities proposals, including the development of criteria, research, assessment and analysis
- Co-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
- Organize, coordinate and support the work of the Global Village and Youth Programme Working Group, including activity selection and placement
- Manage general inquiries as they relate to “how to get involved” in the Global Village and Youth Programme for AIDS 2020
- Coordinate the Global Village and Youth Programme application process, including outreach, marketing and promotion and follow-up to applicants as required
- Develop programme activity work plans and budgets, progress reports, minutes from Working Group meetings and printed material content, as required
- Draft final post-conference reports for the Global Village and Youth Programme Activities team at AIDS 2020
- Develop events-related documentation as required, including: drafting of invitations, contracts, contact listings/directories, build up/down plans and schedules
- Develop and maintain systems and processes that effectively record and manage outputs (deliverables) of the Global Village and Youth Programme for AIDS 2020
- When required, assist at meetings of the governing bodies, committees and working groups for AIDS 2020
- Perform other projects and tasks as needed.

Academic Qualifications:

- A degree/diploma in business administration, social sciences or hospitality management or a related field is favorable.

Work Experience:

- At least 2 years’ experience in a similar position
- Demonstrated experience in contributing to the planning, organization and coordination of a significant community event, preferably at an international level
- Experience working with and supporting volunteers and committees.

Skills/Competencies:

- Excellent organizational, coordination and problem solving skills, including writing minutes
- Strong communication skills, including the ability to interpersonally liaise across a diverse range of stakeholders, cross-culturally, with community, government, donors, academic and private sector (communication skills required are extended to writing and presenting in English)
- Ability to handle multiple tasks and meet deadlines under pressure in a fast-paced, complex, multi-stakeholder environment
- Ability to provide general administration relevant to the planning and coordination of a large scale event
- Competency in Microsoft Office Suite applications (MS Office) and a willingness to learn and use tailor-designed applications for events logistics procurement administration
- Ability to work a flexible 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.**