



U.S. Positive Women's Network (PWN), a project of WORLD
Women Organized to Respond to Life-threatening Diseases
www.womenhiv.org // www.pwn-usa.org



Position: International AIDS Conference 2012 Organizer for PWN, a project of WORLD
Hours: Full-time, exempt
Salary: Compensation for this position is nonprofit range, competitive and DOE, full benefits are offered.
To apply: Send resume, cover letter, salary history and 3 references to pwnhire@gmail.com
Reports To: WORLD Policy Director

The International AIDS Conference Organizer will be responsible for ensuring that HIV-positive women's participation and priorities are appropriately represented leading up to and at the International AIDS Conference 2012 in Washington DC. This is a full-time position based in Oakland, CA beginning in Fall 2011 and ending in Fall 2012. The IAC organizer will work closely with WORLD staff and PWN leadership.

Duties:

Outreach and Mobilization:

- Serve as main point of contact to organize U.S. HIV-positive women and those working with them to participate effectively in the 2012 International AIDS Conference (AIDS 2012).
- Increase participation of HIV-positive women and women of color in AIDS 2012 through outreach and trainings on the conference processes and deadlines, including the scholarship process and abstract submissions.
- Mobilize women and women's HIV organizations from U.S. to engage in the conference planning process and participate in the conference as well as parallel events and opportunities.
- Other duties as assigned.

Communication:

- Work to increase strategic focus within conference on critical issues affecting HIV-positive and vulnerable women in the U.S. and globally, particularly with respect to sexual and reproductive health and rights, criminalization, structural interventions, gender monitoring, gender parity, and issues surrounding implementation of Affordable Care Act and National HIV/AIDS Strategy
- Work with communications coordinator to increase visibility of key issues for women in the media utilizing AIDS 2012 as an organizing opportunity

- Assist with communications and outreach on AIDS 2012 for WORLD/PWN, including use of social media, email and coordinating regular conference calls for community input.

Trainings:

- Develop curriculum for and deliver in-person and web-based trainings to increase community involvement and participation in AIDS 2012. Topics may include: International AIDS Conference process and timelines, abstract submission process, scholarship process, participation in the global village, and other subjects.

Collaboration and Leveraging Resources:

- Liaise with women from global HIV community to ensure women's representation, issues, and asks are visible at AIDS 2012.
- Identify opportunities for strategic collaboration with other organizations organizing around AIDS 2012, and generating additional resources to augment participation of women at AIDS 2012 and parallel events.

Qualifications:

Desirable candidates will demonstrate:

- Demonstrated passion for leadership development and empowerment of women, especially women of color and other marginalized communities.
- Demonstrated experience in community organizing
- Skills in training and facilitation
- Proficiency in Word, Excel, PowerPoint, email, internet use.
- Familiarity with social media e.g. Facebook, twitter, etc.
- Ability to set up and utilize online listservs, online document and calendar sharing
- Strong interpersonal skills, including oral and written communication skills and experience and comfort working with diverse populations
- Must be able to work independently, set priorities, organize and complete multiple tasks efficiently.
- Detail-orientation and a high level of organization

In addition, the following are preferred but not required:

- Personal experience with or familiarity with HIV/AIDS
- Attendance at one International AIDS Conference
- Bilingual a plus
- Experience coordinating events, trainings, volunteers, and/or logistics

To apply please send cover letter, resume, salary history and 3 relevant references to: pwnhire@gmail.com and pwn@womenhiv.org as soon as possible

This position is based in Oakland, CA and is a full-time position through Fall 2012. The position will require travel. Pay is competitive depending on experience and includes full benefits – medical, dental, vision. WORLD is an Equal Opportunity Employer. Women of color, transgender women, and people living with HIV strongly encouraged to apply. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency

syndrome (AIDS) and AIDS-related conditions.