



POLICY ASSISTANT

AIDS United's mission is to end the AIDS epidemic within the U.S. We seek to achieve our mission through strategic grantmaking, capacity building, advocacy and policy. AIDS United seeks to hire a Policy Assistant to provide policy and advocacy assistance and administrative support to the Policy Department staff. Under the guidance of the Director of Government Affairs, he/she will be responsible for providing assistance and support across multiple policy and advocacy activities. Primary duties will include logistics coordination, data management, communications, and recordkeeping.

Position requires a highly organized individual with a proven track record of efficient time management. Individual must be able to multitask and have the ability to take initiative and be self-directed in completing daily tasks while being discerning about seeking guidance and direction as needed. Must have ability to perform responsibilities in a professional manner and handle assignments with a high degree of accuracy and confidentiality. Position requires strong writing and communications abilities. Must be able to work in a fast-paced environment and work independently as well as a member of a team. He/she must be proficient in MS Word, MS Excel, and PowerPoint. Proficiency in use of social media and Web-based advocacy tools is desirable.

Competitive salary (salary range \$28,000 - \$36,000) and exceptional benefits offered in a flexible work environment. Applications must include: the AIDS United Application for Employment (available at <http://www.aidsunited.org/about/jobs/>), cover letter with salary requirements, and resume and should be submitted to jobs@aidsunited.org with "Policy Assistant" in the subject line. Incomplete applications will not be considered. Equal Opportunity Employer; minorities and persons living with HIV are strongly encouraged to apply. No phone calls please. To view the complete position description visit <http://www.aidsunited.org/about/jobs/>.