



Associate Membership and Learning Officer

About the IAS:

IAS – the International AIDS Society – leads 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 in more than 170 countries. Working with its members, the IAS advocates and drives urgent action to reduce the impact of HIV. The IAS is also the steward of the world’s most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

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 vulnerable to HIV acquisition – such as men who have sex with men, people who inject drugs, sex workers and transgender people – including protecting their human rights by combatting punitive laws and discriminatory policies.

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

Details of Employment:

The Associate Membership and Learning Officer will be based in Geneva, Switzerland and report to the Director, Governance, Membership and Learning. The position is full-time and fixed-term to start mid-/end-November 2021 until mid-May 2022.

Purpose of the Position:

The incumbent will support the Governance, Membership and Learning team in the development and implementation of member-related activities, campaigns, meetings and a knowledge platform, as well as support the coordination, administration, logistics and implementation of the IAS Educational Fund Mentorship Programme.



Main Responsibilities:

Membership:

- Provide support to membership campaigns, including recruitment, retention and re-engagement efforts, including identification of interviewees and drafting content/stories for the #IASONEVOICE campaign
- Assist in the improvement of membership data and the Customer Relation Management System (CRM)
- Assist in the preparation of communication and marketing materials related to IAS membership
- Correspond with IAS Members on a daily basis by email/phone, and follow up on requests
- Conduct desk research, write background documents, and contribute to articles and other online content
- Prepare statistics/reports/presentations for meetings, as required.

Learning:

Support the development and implementation of the IAS Educational Fund Mentorship Programme

- Provide support with recruitment, selection and matching of mentors and mentees
- Assist in developing training curriculum, pre-meeting, orientation and tracking materials
- Assist in communication with applicants, mentors and mentees
- Provide support in organization of Virtual Learning Events, Mentoring Circles and networking
- Support the coordination of logistics for mentors and mentees to attend the AIDS 2022 conference
- Provide support to collect and analyse diverse programme surveys and data to ensure the overall quality of the programme implementation, as well as long-term impact of the programme on participants.

Support the development and implementation of the IAS Knowledge Platform

- Provide support with integrating existing resources into the news digital platform and help identifying future needs
- Help liaising with other IAS departments to ensure smooth implementation of IAS Knowledge Platform
- Provide support with data migration of high priority content.

Perform any additional tasks as required.

Academic Qualifications:

- A degree in social science, public health, development, international relations, international education or other relevant discipline.



Work Experience:

- At least two years of experience in a similar position; preferably working in HIV, public health, education and/or non-for-profit sector
- Experience in project management, administration, monitoring and evaluation, communication and the organization of in-person/virtual events/meetings
- Experience managing databases
- Experience working in a culturally diverse environment
- Experience working on distance education or mentorship programmes would be beneficial.

Skills/Competencies:

- Excellent time management and organizational skills
- Ability to work independently and an aptitude for multi-tasking
- Highly organized and systematic, with meticulous attention to detail
- Ability to analyse and summarize large amounts of information
- Ability to work efficiently under pressure and meet deadlines
- Strong diplomatic skills and customer service attitude
- Strong writing skills
- Advanced social media skills (Facebook, Instagram and Twitter)
- Advanced computer skills in the Windows environment (MS Office, Outlook and Zoom)
- Eager to learn and have a hands-on attitude
- E-learning/training experience and designing participatory meetings an advantage.

Languages:

- Excellent written and oral communication skills in English
- Advanced level of French, Spanish, Portuguese or Russian language is beneficial.

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 on a rolling basis. Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit to work full-time will be considered. Candidates shall mention on their CV their work authorization in Switzerland.

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 HIV are strongly encouraged to apply.