



Communications Graduate Assistant

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 Communications Graduate Assistant will be based in Geneva, Switzerland. The position will report to the Senior Communications Officer – Content and will also work closely with the Senior Communications Officer – Engagement. The position is full-time and fixed-term for 6 months, to start as soon as possible.

Purpose of the Position:

This is a graduate entry-level position to support the Senior Communications Officers within the Communications and Public Affairs department. This position is intended for **recent graduates** and paid at the Geneva minimum wage.



Working across a wide range of priority areas, including IAS strategic communications, campaigns and conferences, the incumbent will provide day-to-day logistical support, coordinate the development of communication materials, and engage high-profile ambassadors to fulfil strategic objectives and help broaden IAS's support base. This is an exciting role for a creative self-starter looking for a challenging yet rewarding role in an international NGO with a long-standing reputation for excellence.

Main Responsibilities:

Content coordination

- Coordinate and support the development of communications materials, such as press releases, video, web content and email newsletters
- Conduct research and fact check content, including scientific references in communications materials
- Provide support in tracking requests to design agencies

Celebrity engagement

- Build the IAS celebrity and influencer network by researching and identifying high-profile ambassadors for IAS communications campaigns and conferences
- Support celebrity engagement, to include writing invitation letters, researching and drafting interview questions and social media posts, and coordinating all logistical arrangements for shoots and/or media interviews

Logistical support

- Provide logistical support for special projects and campaigns, such as the HIV unmuted podcast series and press fellowships, led by the Communications and Public Affairs department
- Support the Communications and Public Affairs department in the delivery of its objectives for IAS conference(s). This will include the coordination of third-party press conferences, media registrations and media scholarships.

Perform additional tasks as and when requested by the Senior Communications Officers.

Academic Qualifications:

- Recently graduated with a university degree in public health, public policy, international development, communications, journalism or related field.

Work Experience:

- Ideally, previous internships and/or experience in administration, research and/or communications especially within global health would be a distinct advantage.



Skills/Competencies:

- Excellent written and verbal communications skills
- A passion for research and an analytical mind
- Ability to support multiple projects simultaneously with meticulous attention to detail
- Creative thinker with high-energy and a positive can-do attitude
- Ability to operate with minimal supervision but also know when to ask for help
- An understanding of HIV and/or the global health landscape would be an advantage.

Languages:

- Excellent English language communication skills, both written and oral (full professional proficiency); knowledge of other languages is an asset.

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 Monday, 14 June 2021. 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.

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.**