



# Associate Communications Officer

## About the IAS:

**IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being.** After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by 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.

More information on IAS can be found at [www.iasociety.org](http://www.iasociety.org).

## Details of Employment:

The Associate Communications Officer will be based in Geneva, Switzerland, and the IAS offers the possibility for Swiss-based employees to work up to 50% from their legal residence. The Associate Communications Officer will report to the Senior Communications Officer - Content. The position is open-ended and full-time to start in September 2023.

## Purpose of the Position:

This role will support the content and engagement teams in the Communications and Public Affairs department. Working across a wide range of priority areas, including IAS strategic communications, conferences and campaigns, the incumbent will coordinate the development of communication materials, assist in the delivery of communications objectives and provide day-to-day administrative support.

## Main Responsibilities:

### Content team

- Coordinate and support the development of communications materials, including animations, news releases, web content and email newsletters.
- Review content to ensure it upholds the brand guidelines and coordinate requests with design agencies, such as partner ads.



- Support the development of special projects and campaigns, such as the IAS podcast and World AIDS Day. Provide support on the IAS podcast, including scheduling, researching topics and fact checking.
- Conduct research and fact check content, such as scientific references in communications materials.

#### **Engagement team**

- Manage daily requests in the media inbox.
- Manage and moderate media registrations for upcoming conferences.
- Coordinate in-person and virtual media centre logistics for conferences, including providing minutes for media engagement and press programme meetings.
- Assist the engagement team with moderating social media posts for conference campaigns and manage the campaign inbox.

#### **Administrative and logistical support**

- Complete administrative tasks for the department, including processing invoices, credit card statements and monthly departmental updates, and provide budget management support to the Director of Communications and Public Affairs.
- Prepare requests for proposals and contracts for consultants and suppliers in the communications department.
- Coordinate conference logistics, such as supporting the team's flight bookings, accommodation, photography needs, travel reimbursements and visa applications.
- Provide support for consultants and assist their communication with the content and engagement teams.

Perform additional tasks as and when requested by the Senior Communications Officer – Content and the Director of Communications and Public Affairs.

## **Academic Qualifications:**

- A university degree in public health, public policy, international development, communications, journalism or related field.

## **Work Experience:**

- At least 2 years' experience in administration, research and/or communications, especially within global health
- Experience in working with in-person, virtual and hybrid events
- Experience working for international organizations or abroad
- Experience with CMS and CRM a plus
- Although not essential for this position, the IAS acknowledges the value of the experience of living with HIV and will consider this when evaluating applications



## Skills/Competencies:

- Excellent written and verbal communications skills
- A passion for research and an analytical mind
- Well organized, systematic, multi-tasking with meticulous attention to detail
- Ability to work independently and handle many time-bound tasks simultaneously with limited supervision
- Creative thinker with high energy and a positive can-do attitude
- Excellent computer skills in the Windows environment (MS Office); familiarity with tele- and video-conferencing services (Zoom, Teams, etc.)
- An understanding of HIV and/or the global health landscape would be an advantage
- Personal values should align with the IAS values

## Languages:

- Native English or full professional proficiency is a requirement (oral and written)
- Knowledge of other languages is an asset

## Work Environment:

The IAS Secretariat in Geneva is a dynamic and diverse workplace that brings together public health, HIV science, conferencing, programme management and other specialists who all share the IAS's vision of a world in which HIV no longer presents a threat to public health and individual well-being. We thrive on an exceptional team spirit, put trust in our colleagues' professionalism, and value new ideas. The IAS promotes a flexible and collaborative workplace which encourages employees to grow their skills and competencies.

The IAS is committed to ensuring a diverse, equitable and inclusive work environment and to the greater involvement of people living with HIV (GIPA) in all aspects of our work. To help us achieve this, we welcome applications from all qualified candidates who share the IAS values ([learn more here](#)), regardless of their sex, gender identity, sexual orientation, HIV status, race, national origin, cultural or ethnic background, disability, religion, or age.

## 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](mailto:recruitment@iasociety.org) 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.