Global Village and Youth Programme Coordinator

AIDS 2014 LOCAL SECRETARIAT, Melbourne

Melbourne, Australia has been chosen to host the 20th International AIDS Conference (AIDS 2014), the largest international meeting on HIV, where every two years 25,000 participants representing all stakeholders in the global response to HIV meet to assess progress and identify future priorities.

AIDS 2014 is organized by the International AIDS Society (IAS), in partnership with government, scientific and civil society partners in Australia; and international partners from civil society and the United Nations. Based in Geneva, Switzerland, the IAS is the world’s leading independent association of HIV professionals.

The Global Village and Youth Programme Coordinator is a full-time position, based in Melbourne that will start September 2013 and last until September, 2014.

The Global Village, open to registered conference participants and the general public, provides learning and interactive open spaces to share experiences of diverse communities affected by and responding to HIV. The AIDS 2014 Youth Programme aims to support the meaningful participation of young people throughout all levels of the conference, including planning and development. The programme also aims to ensure the visibility of youth throughout the conference, including the Global Village.

The Global Village and Youth Programme Coordinator will work in close collaboration with the Head of the Local Secretariat, and will report to the Programme Manager based in Melbourne. The Global Village and Youth Programme Coordinator will be entrusted with the following responsibilities:

- Act as team leader to support the local Global Village and Youth Programme teams
- Be a key liaison between the local secretariat and the international secretariat in Geneva for programme activity related information
- Plan, coordinate and implement Global Village and Youth Programme activities for the conference based on guidance from the Global Village and Youth Programme Working Group
- Develop and support effective working relations with stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of Global Village and Youth Programme activities
- Coordinate and support the work of the Global Village and Youth Programme working group
- Coordinate and schedule Global Village and Youth activities such as sessions, interactive spaces and networking areas
- Be the key contact for Global Village and Youth programme activities, respond to inquiries, and follow-up with applicants
- Support and coordinate a review process for proposals, including the development of criteria, research, assessment and analysis
• Assist with Global Village and Youth Programme outreach, marketing and promotion
• Support working group members to select activities at the programme activity planning meeting
• Work collaboratively with local and international planning committees and conference secretariat departments
• Develop activity work plans; advise on budgets, prepare progress reports, minutes from working group meetings and printed material content

The following skills and qualifications are essential:
• Three to five years’ experience in a non-profit, preferably community-based organization
• Experience in programme planning, development and delivery
• Experience in organizing, coordinating and planning a significant community event and/or conference event, preferably at an international level
• Excellent organizational, problem solving, interpersonal, cross cultural and team skills
• Experience working collaboratively with multi-sector stakeholders and diverse communities
• Excellent communication skills, including speaking, writing and presenting in English
• Experience working in the field of HIV, international development and related youth issues
• The ability to handle multiple tasks and meet deadlines under pressure in an intense, complex, multi-stakeholder environment
• Excellent computer skills in various software applications (Word, Excel, PowerPoint, Outlook)
• Experience working with and supporting volunteers and committees; group and process facilitation skills
• Experience with International AIDS Conferences would be a strong asset
• Be able to work a flexible work schedule including some evenings and weekends, increasing near and during the conference

Applicants should have a keen interest in the conference. More information can be found at www.aids2014.org.

Only candidates from Australia or those who already have a valid Australian working permit will be considered.

Your application should be written in English and include your resume or CV, a personal letter (not more than one page), and a specification of your skills as requested above.

Send your application by email to recruitment@iasociety.org by Monday July 15, 2013. Only short listed candidates will be contacted for an interview.

AIDS 2014 is an equal opportunity employer. AIDS 2014 is committed to recruiting and sustaining a skilled, effective, and diverse secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. People living with HIV, women, and members of minority groups are strongly encouraged to apply.