



AIDS2020 Local Planning Group

Project Associate Job Description

About AIDS2020:

- The 23rd International AIDS Conference (IAC / AIDS 2020) will be held July 6-10, 2020, in San Francisco and Oakland, with more than 20,000 participants. (www.aids2020.org)
- Sponsored by the International AIDS Society, a Geneva-based NGO, the IAC is the largest medical conference in the world, which also draws social and political scientists, diplomatic leaders, policymakers, and international and global health experts dedicated to HIV clinical care, research, surveillance, and prevention.
- The Local Planning Group is a 175+ person organizing body, spearheaded by a 30-person Steering Committee, and led by two co-chairs, tasked with planning and executing local events featuring Bay Area leaders across science, arts and culture, community, politics, and more – before, during, and after the conference.
- The LPG is comprised of five working groups: Scientific Engagement; Community Access and Engagement; Politics and Policy; Arts, Culture, and Global Village; and Equity and Legacy.
- Working Groups meet monthly, have designed budgets and activities, and report back to the Steering Committee, which also meets monthly; and to the larger quarterly Local Planning Group meetings.
- LPG leadership is seeking an independent consultant to serve as a project associate to work across all five Working Groups, directly with the Steering Committee, and reporting to the LPG co-chairs.

Job Duties:

- Attend monthly meetings for all 5 Working Groups and Steering Committee; take minutes and report out to members; ensure that follow-up tasks of committee members are completed in a timely manner.
- Manage LPG social media accounts – Facebook and Instagram, and maintain LPG website.
- Secure space for public town halls and local planning meetings, manage invites, RSVPs, catering.
- Support the LPG co-chairs in administrative and communication capacities.

- Support the Working Groups with project management, timeline adherence, budget proposals, and budget management.
 - This may include solicitation and organization of requests for proposals and the subsequent submissions, communication with potential partners, and public presentation of materials
- Serve as first point of contact for those interested in engaging with the LPG.
- Support Business/Foundation fundraising efforts, especially during activations (making sure promised logos are present, branding is in line with funder, etc.) and tracking our fundraising asks.

Preferred Qualifications:

- Experience working across multiple timelines and tight deadlines.
- Experience working with high-level administrators, researchers, and civic leaders.
- Background in public health, political and/or social advocacy a plus.
- Flexibility for quickly shifting priorities.
- Ability to multitask.
- Familiarity working across multiple communication channels (email, phone, text, social) for work-related needs.
- Event planning/execution experience preferred.

Requirements:

On account of the project associate being an independent consultant, the person fulfilling the role is responsible for providing their own work space, computer and IT needs, insurance, and other infrastructure necessary to complete the job. Pre-approved non-personnel expenses related to travel and meetings will be reimbursed.

Learn more: www.aids2020local.org

To Apply:

Please submit a cover letter of interest and resume **to both:** larkin.callaghan@ucsf.edu and rnewells@apeb.org

*Please note: This is a part-time contract position; ~25 hours a week from September 2019 – April 2020, increasing to 35 hours a week May – July 2020; ending July 31, 2020. **The associate will need to be in SF/OAK for AIDS 2020 which is occurring over the July 4, 2020 weekend, through July 10, 2020.** Hours during AIDS 2020 may exceed 35 hours. The consulting agreement will terminate on July 31, 2020.*