



AIDS 2008 Mexico City (Mexico)
Youth Programme Coordinator
Full-time contract – Sept 2007 - Sept 2008

The International AIDS Society (IAS) is the world's membership society for individuals working professionally in HIV/AIDS. The IAS has over 10'000 members from 175 countries, and is based in Geneva, Switzerland.

The IAS is the custodian of the world's premier gathering on HIV/AIDS, the International AIDS Conference, which takes place every two years, next time in Mexico City in August 2008. In the intervening years the IAS organizes the Pathogenesis, Treatment and Prevention Conference, a scientific meeting focused on current research and its applicability in the scale up of prevention and treatment of HIV/AIDS.

To complement its existing staff in Geneva, the IAS is seeking a **Youth Programme Coordinator**, to be based in Mexico City, starting September 2007 until September 2008.

Background

The XVII International AIDS Conference (AIDS 2008) will be held 3 - 8 August 2008 in Mexico City. The event will bring together the world's foremost researchers, health-care workers, civil society, policy makers, activists, people living with HIV/AIDS and donors, to share current knowledge on a full spectrum of issues about the global epidemic. With more than 2,500 international journalists expected to attend, the conference is the single most widely covered health event in the world.

The conference, convened by the IAS, is organized in partnership with a number of international bodies and local partners, including the Joint United Nations Programme on HIV/AIDS (UNAIDS) and civil society organizations.

The AIDS 2008 Youth Programme aims to support the meaningful participation, integration and inclusion 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 and the Cultural Activities Programme.

The AIDS 2008 Conference Organizers and Co-organizers are committed to working with youth and youth organizations to help shape a conference programme that meaningfully addresses the critical HIV/AIDS issues facing youth globally.

Based in Mexico City and reporting to the Project Manager for Programme Activities the **Youth Coordinator** will:

- Help plan, coordinate and implement youth programme activities for the conference

- Develop and support effective working relations with youth stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of youth programme activities
- Support the youth programme working group to integrate youth and youth components into the Global Village, Cultural Activities, Programme Sessions and other areas of the conference
- Coordinate and schedule youth specific activities
- Be the key contact for youth programme activities and communications, respond to inquiries, follow-up with applicants
- Assist with youth programme marketing and promotion
- Work collaboratively with local and international planning committees, the IAS and co-organizers and other conference secretariat departments
- Develop activity work plans; prepare progress reports, minutes from working group meetings and printed material content

Qualifications

The Coordinator will have:

- Two to three years' experience in a non-profit, preferably youth and/or community-based organization
- Experience in organization, coordination and planning of a significant youth community/special event and/or conference, preferably at an international level
- Experience in programme planning, development and delivery
- Excellent organizational, problem solving, interpersonal and team skills
- Experience working collaboratively with international, multi-sector stakeholders and diverse communities of youth affected by HIV/AIDS
- Good communication skills, including writing and presenting in English
- Ability to speak English and Spanish fluently
- Good understanding of HIV/AIDS and related international development issues that concern youth
- Ability to handle multiple tasks and meet deadlines under pressure in an intense, complex, multi-stakeholder environment
- Computer skills in various software applications necessary
- Experience working with and supporting volunteers and committees; group and process facilitation skills
- Experience with International AIDS Conferences (IACs) would be an asset
- Able to work a flexible work schedule including some evenings and weekends, increasing near and during the conference

All applications must be written in English and include a CV and a cover letter (no more than one page) explaining how your experience, education and training have prepared you for the position. Please send your application by email to recruitment@iasociety.org by Friday 31 August, 2007. Interviews of short-listed candidates will take place in Mexico City on 4-5 September 2007. Inquiries can be directed to Andrea Nannipieri +41 22 7100 825.

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.