



WORLD AIDS CAMPAIGN

Job Profile

World AIDS Day Coordinator

Job Title: World AIDS Day Coordinator
Reporting To: Head of Communications
Location: Amsterdam, The Netherlands
Contract Length: 6 Months (Incl. 1 month training)
Salary: Negotiable
Start Date: 1st May 2009

Organisation

The World AIDS Campaign is a global coalition of national, regional and international civil society groups united by the call for governments to honour their AIDS commitments under the slogan "Stop AIDS. Keep the Promise". The campaign is governed by a steering committee of global constituency-based networks and supported by a small support staff in Cape Town, South Africa and Amsterdam, The Netherlands.

Vacancy Summary

Since 2005, World AIDS Campaign, with approval from its Global Steering Committee and support of its partners has selected the international theme of World AIDS Day. The theme has been selected under the general slogan of "Stop AIDS. Keep the Promise." which represents World AIDS Campaign's five-year campaign mission around universal access to HIV and AIDS prevention, treatment and care and support by 2010. The campaign themes of the past three years have been "Stop AIDS. Keep the Promise." (2005), Accountability (2006) and Leadership (2007 – 2008).

To commemorate these themes throughout the year, World AIDS Campaign facilitates a global response by providing messaging from key constituencies, sharing best practices and innovation through events and activities and producing and distributing World AIDS Day materials to campaigners around the world. Last year, World AIDS Campaign distributed over 55,000 toolkits, which included three posters and four postcards, to over 192 countries around the world. The materials were also available for download on the website, which received 66,000 visits on World AIDS Day alone.

To support this work, World AIDS Campaign seeks to recruit enthusiastic and committed individual to temporarily fill the following post:

Responsibilities

Working with World AIDS Campaign communications team, the World AIDS Day Coordinator will manage the design, printing and distribution process of the global World AIDS Day materials within very tight deadlines.

These tasks include:

- ❖ Coordinating with World AIDS Campaign and designers, printers and distributors to ensure on time schedule and budget
- ❖ Working with Head of Communications to coordinate responses via elist, etc. to coordinate feedback on materials from partners and to ensure appropriate buy-in and approval from partners
- ❖ Working with Head of Communications to coordinate media response, including sending out press releases and organising the media section of the website
- ❖ Collaborating with the Constituencies Programmes team around messaging and resources

- ❖ Liaising with designers on World AIDS Day materials to ensure creative integrity of design
- ❖ Managing editors, translators and other consultants when necessary
- ❖ Managing and updating large database for mailing
- ❖ Coordinating all aspects of materials distribution, including coordinating and updating mailing lists, coordinating distribution with vendors
- ❖ Managing a small distribution from the World AIDS Campaign office - this includes all aspects from coordinating with post office, creating mailing labels, overseeing volunteers and stuffing envelopes when necessary
- ❖ Overseeing World AIDS Campaign website, particularly managing World AIDS Day section of website, including updating content when necessary and liaising with web company
- ❖ Acting as main contact for World AIDS Day information via World AIDS Campaign helpdesk -
- ❖ Updating World AIDS Day events and activities for the World AIDS Day calendar and other related activities on the website
- ❖ Regularly updating the World AIDS Campaign staff on progress
- ❖ Additional projects required by the Head of Communications

Profile and qualifications:

The ideal candidate will have proven experience in project management as well as:

- ❖ A university degree in communication, health or relevant degree. Experience in the coordination social marketing campaigns, especially related to HIV and AIDS or health will be considered in place of a degree.
- ❖ Excellent attention to detail and ability to work in a high stress environment under tight deadlines.
- ❖ Excellent inter personal communications skills, and experience in working on projects in a consultative manner.
- ❖ Excellent written communication skills, particularly for publications and other formats are required
- ❖ Experience in website writing and coordination
- ❖ Computer literacy in the basic Microsoft Office Suite as well as lay-out and design programmes such as Adobe Indesign, Illustrator, Photoshop or equivalent is required.
- ❖ Fluency in English is a pre-requisite and a working knowledge of French and/or Spanish is desirable.

Above all else these positions require sensitivity and humility. We are a world campaign of local voices, which entails listening and being sensitive to the priorities and concerns of our partners and responding appropriately.

The World AIDS Campaign is an equal opportunity employer dedicated and focused on diversity. We offer an attractive remuneration package, commensurate with experience.
APPLICATIONS FROM PEOPLE LIVING WITH HIV AND WOMEN ARE PARTICULARLY WELCOME

NOTE: The government of The Netherlands requires World AIDS Campaign solicit first from the EU common market. If no candidate is found from the EU, candidates outside of the EU may be asked for an interview. If the successful candidate of this selection process is from outside the EU, World AIDS Campaign will do everything within its power to support the



application of a work permit for the candidate. However, the final decision is that of the government of The Netherlands and is outside of World AIDS Campaigns control.

Due to the short nature of the contract, there will be no relocation package available.

Interested candidates can submit their CV with a cover letter and a recent writing sample to wadcoord@worldaidscampaign.org

Web: www.worldaidscampaign.org

Closing date for applications is 20 April 2009. Only shortlisted candidates will be contacted.