

YOUTH PROGRAMME COORDINATOR

Vienna, Austria has been chosen to host the XVIII International AIDS Conference (AIDS 2010), 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.

The XVIII International AIDS Conference (AIDS 2010) will be held 18 – 23 July in Vienna. 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.

AIDS 2010 is organized by the International AIDS Society (IAS), in partnership with government, scientific and civil society partners in Austria 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. In order to effectively organize the conference, a Local Secretariat is being set up in Vienna, Austria, headed by the Senior Coordinator – Local Secretariat.

To complement its existing staff in Geneva, the IAS is seeking a **Youth Programme Coordinator**. The position will be full-time and the assignment will be from August 2009 until 30 September 2010.

The AIDS 2010 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.

The AIDS 2010 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 Vienna 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

The following skills and qualifications are prerequisites:

- 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 event and/or conference, preferably at an international level
- Experience in programme planning, development and delivery
- Excellent organizational, problem solving, interpersonal, cross cultural and team skills
- Experience working collaboratively with international, multi-sector stakeholders and diverse communities of youth affected by HIV/AIDS
- Excellent communication skills, including writing and presenting in English
- Ability to speak Russian 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 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 include a CV and 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 May 22, 2009. Only short listed candidates will be contacted for an interview.

Inquiries can be directed to Andrea Nannipieri +41 22 7100 825.

Only candidates from Austria, from an EU/EFTA country or having already a valid Austrian working permit will be considered.

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.