



THE AIDS INSTITUTE

National Policy Office - Washington, DC: 202-835-8373
Program and Administrative Office - Tampa, FL: 813-258-5929

The AIDS Institute is seeking applicants for: Policy Associate

Leading national HIV/AIDS and hepatitis public policy, advocacy, research, and education organization seeking a Policy Associate to work in its Washington DC office.

Successful applicant will:

- Assist in implementing broad range of domestic HIV/AIDS and hepatitis policy objectives before the U.S Congress and the Executive agencies.
- Focus principally in the areas of appropriations for the Ryan White HIV/AIDS Program, including the AIDS Drug Assistance Program, policy issues, and appropriations associated with CDC HIV and hepatitis prevention programs, NIH AIDS Research, HUD's AIDS housing program, and general viral hepatitis advocacy.
- Work closely with national partner organizations and key stakeholders.
- Provide issue based analysis and communicate with strong written and verbal communication skills.

Required traits:

- Proficiency in the federal legislative and budget process.
- Basic understanding of HIV and hepatitis in the United States and federal programs associated with HIV and hepatitis.
- Strong interest in advancing responsible HIV/AIDS and viral hepatitis public policy.
- Bachelor's Degree with at least 3-5 years of post-education related professional experience.
- Strong analytical, critical thinking, writing, and interpersonal skills.
- Ability to demonstrate and maintain good relationships with internal and external collaborators and stakeholders.
- Ability to demonstrate excellent team work skills.
- Ability to work independently.
- Demonstration of proficient use of Microsoft Word, Excel, Outlook and PowerPoint.
- Good written and oral communication skills, including public speaking.
- Strong attention to detail.
- Ability to multitask and meet multiple deadlines.

Preferred traits:

- Experience working on Capitol Hill or within a related federal agency.

In order to be considered for the position, please email the following by August 22, 2014 to: Human Resources at HR@theaidsinstitute.org

- Cover letter and resume preferably **attached as one document** in Microsoft WORD or PDF.
- Subject line of email must read: "**Policy Associate - __[Your Name]__**"
- No telephone calls please.

The AIDS Institute is an equal opportunity employer that prohibits discrimination or harassment with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices, or any other aspect of employment on the basis of: age, color, disability, gender identity, HIV status, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status or any other characteristic protected by law.

Individuals with HIV/AIDS, hepatitis, and people of color are encouraged to apply.

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The AIDS Institute is a national nonprofit organization that promotes action for social change through research, public policy, advocacy, and education.

For more information and to become involved, visit www.TheAIDSInstitute.org or write to us at Info@theaidsinstitute.org, and follow The AIDS Institute on Twitter @AIDSAdvocacy and Facebook at www.facebook.com/The-AIDS-Institute.