



## IAS Educational Fund & Member Relations Intern

### About the IAS:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners on the frontlines of the epidemic.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue, and provides a unique forum for the intersection of science and advocacy. The IAS Conference on HIV Science brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice.

In addition, the IAS advocates for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at [www.iasociety.org](http://www.iasociety.org).

### Details of Internship:

The IAS Educational Fund & Member Relations Intern will be based at the IAS Secretariat in Geneva, Switzerland and will report to the Director, Governance & Member Relations. The internship is full-time and will last 5 months from 1 September 2017 to 31 January 2018.

### Purpose of the Internship:

The IAS Educational Fund & Member Relations Intern will support the Governance & Member Relations and IAS Educational Fund teams in the day-to-day activities. These activities include preparing for meetings and exhibitions; assisting in the preparations for the 2018 IAS Governing Council Elections; and supporting membership related activities, including recruitment, retention and re-engagement efforts.

### Main Responsibilities:

- Support the planning of [IAS Educational Fund](#) workshops, symposia and experts/implementers meetings in selected countries:
  - meeting logistics
  - coordination of meeting material
  - meeting evaluations
- Provide support to membership campaigns, including recruitment, retention and re-engagement efforts, as well as the #IASONEVOICE campaign:
  - background research/benchmarking
  - data sourcing
  - transcribing audio/video files

- Prepare for the team's participation in the European AIDS Conference on 25-27 October, and the International Conference on AIDS and STIs in Africa on 4-9 December:
  - exhibition logistics
  - member outreach prior to the conferences
- Assist in the preparations for the voting in the 2018 IAS Governing Council Elections
  - quality assurance of membership data
- Correspond with IAS Members on a daily basis by email/phone, and follow-up on requests
- Prepare statistics/reports/presentations for meetings, as required

Perform any additional tasks as requested by the Director, Governance & Member Relations.

#### **Academic Qualifications:**

- Currently studying or recently graduated in social science, public health, development, international relations or a related field is favorable. Candidates expressing a keen interest in this area of work will also be considered.

#### **Experience: (previous internships)**

- Experience in administration, project management, marketing and event organization a plus;
- Experience working in a culturally diverse environment a plus.

#### **Skills/Competencies:**

- Highly organized and systematic, with meticulous attention to detail;
- Ability to digest and summarize large amounts of information;
- Strong time management skills, and the ability to work efficiently under pressure and meet deadlines;
- Ability to work independently, and have an aptitude for multi-tasking;
- Strong diplomatic skills and customer service attitude;
- Advanced computer skills in the Windows environment (particularly Microsoft Word, Excel, PowerPoint and Outlook);
- Eager to learn and have a hands-on attitude.

#### **Languages:**

- Excellent written and oral communication skills in English (other languages a plus).

#### **Benefits from this internship:**

The intern can expect to gain skills and experience in the following areas:

- Event planning
- Member relations
- Relationship building
- Business communications
- Database management

**Stipend:** 2'000.- CHF/month gross (full time).

### **How to apply:**

This internship is ideally suited to a qualified, motivated and eager-to-learn graduate willing to prepare his/her professional life in challenging and dynamic settings, with high international exposure.

**Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to [recruitment@iasociety.org](mailto:recruitment@iasociety.org) by Friday 9 June 2017.** Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss 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.**