



THE AIDS INSTITUTE

Job title: Communications Associate

Employer: The AIDS Institute

Job description:

Leading national HIV/AIDS and hepatitis public policy, advocacy, research, and education organization is seeking a **Communications Associate** for its Washington DC office.

Successful applicant will:

- Work closely with organization leadership to enhance communications capacity.
- Maintain organization's databases, websites, and social media platforms.
- Prepare, design, and distribute communication materials.
- Provide general administrative and technical support for the Washington DC office.
- Receive a salary commensurate with experience and generous benefit package.

Required traits:

- Proficient use of Microsoft Word, Excel, Outlook and PowerPoint.
- Strong writing and editing skills.
- Strong organizational skills and attention to detail.
- Ability to work on multiple tasks simultaneously and shifting priorities.
- Ability to work well independently as well as part of a team.
- Ability to learn quickly and use content management systems for websites, email, newsletters, Facebook, Twitter, YouTube, LinkedIn and other emerging tools.
- Proficient use of computer, internet, telephones, and other office technology.
- General knowledge of government affairs activities and health policy.
- Equivalent combination of training, education and experience that demonstrates the ability to perform the duties of the position.

Preferred traits:

- Interest in public policy and helping people with HIV, viral hepatitis, and other chronic health conditions.
- Bachelor's degree or higher in a communications related field.
- 3-4 years of progressively responsible work experience.

In order to be considered for the position, please email the following 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: "**Communications 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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