



THE AIDS INSTITUTE

Job title: Senior Policy Associate

Employer: The AIDS Institute

Job description:

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

Successful applicant will:

- Assist in implementing Institute's goals to ensure people living with HIV in the United States have access to quality and affordable health care and treatment.
- Advocate for people with HIV/AIDS before the Congress and the Executive agencies on care and treatment issues and prevention services, including the Ryan White HIV/AIDS Program, the Affordable Care Act, Medicaid and Medicare.
- Work closely with national partner organizations and key stakeholders in the HIV/AIDS community and related healthcare groups.
- Provide issue based analysis and advocate with strong written and verbal communication skills.

Required traits:

- Expertise in the federal legislative and regulatory processes.
- Thorough understanding of the Affordable Care Act, the Ryan White HIV/AIDS Program, Medicaid, and Medicare.
- Strong interest in advancing responsible HIV/AIDS and healthcare public policy.
- Master's Degree in a related field or Juris Doctor, and at least 5-7 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.
- Excellent written and oral communication skills, including public speaking.
- Strong attention to detail.
- Ability to multitask and meet multiple deadlines.

In order to be considered for the position, please email the following information 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: "**Senior Policy Associate, HIV/AIDS - [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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