Policy Assistant

**TITLE:** Policy Assistant

**PURPOSE:** To provide administrative support to the AIDS United Policy Team

**SUPERVISOR:** Vice President of Policy and Advocacy

**FTE/PTE:** FTE

**SALARY RANGE:** $44,000-48,000

**POSITION LOCATION:** Flexible/Remote, Washington D.C. Preferred

**TRAVEL:** None

**ABOUT AIDS UNITED**

AIDS United’s mission is to end the HIV epidemic in the US through strategic grantmaking, capacity building, and policy and advocacy. AIDS United (AU) bridges policy with grantmaking and capacity building; linking the world of HIV service and community-based organizations with the public health, healthcare, advocacy, and social justice communities to respond to the domestic HIV epidemic. AU is committed to ensuring our staff, Board of Trustees and consultants reflect the full diversity and range of communities most affected by the HIV epidemic. Organizational leadership consists of long-term HIV survivors, Black gay men, and women of color. Staff reflects a range of people living with HIV; same gender loving men and women; gay, bisexual, and queer men and women; women of color; and Transgender and gender non-conforming people. This diversity and representation demonstrate AU’s dedication to valuing life experiences of staff as equally important to professional experiences when building our organizational capacity.

**POSITION DESCRIPTION**

1. Provides core administrative support to the Policy Department while learning and executing on the fundamentals of federal advocacy work.
2. The Policy Assistant will help to advance the strategic priorities for the Policy Department.

**SUPERVISORY RESPONSIBILITIES**

None

**DUTIES/RESPONSIBILITIES**

1. Provide administrative and logistical support to the Vice President for Policy and Advocacy and the Department including:
   - coordinating internal and external meetings
   - meeting scheduling and agenda preparation
   - meeting minutes
   - processing contracts and pay orders
   - Preparing slides and content for internal purposes
   - Schedule department meetings
   - Monitoring the policy departments workflow and email, forwarding tasks to specific policy team lead
2. Gathering information and drafting memorandums for internal and external reports
3. Identify needs and create systems and protocols that align to enhance team’s efficiency and effectiveness.
4. Support Public Policy Council Management:
   o Coordinate internal and external speakers
   o Schedule meetings for the PPC
   o Prepare slides and content for monthly Public Policy Council meetings
   o Policy Assistant will also be responsible for note taking and note distribution at these meetings.
   o When we shift into an in-person setting, the policy assistant will also be responsible for all meeting logistics including, securing meeting space, creating physical copies of content, and arranging refreshments
   o Keep up to date listserv of the Public Policy Council and its subcommittees.
   o Support management of intake of new Public Policy Council members
   o Monitor and report out on Qualtrics PPC interest response forms

5. Aid managing the schedule and email for the Vice President for Policy and Advocacy and with other logistics to ensure strategic use of time according to department priorities.

6. Process and manage contractor invoices for policy department as needed

7. Assist in the hiring for our Zamora Fellowship; review applications, arrange and host interviews

8. Assist in grant reporting: prompt policy lead to write as well as manage on-time submission

9. Support planning and logistics for our annual conference, AIDSWatch,

10. Other duties as assigned

REQUIRED SKILLS/ABILITIES

- Proficiency in Microsoft Suite
- Excellent project management skills
- Highly organized
- Proficiency in Zoom meetings

WORK ENVIRONMENT

The AIDS United Policy Department is a highly collaborative and supportive team which moves work forward in a fast-paced manner. While Washington DC is the main duty station, all work is remote currently and the current location is flexible. Core working hours are between 9 am and 5:30 PM EST.

Please send a copy of your resume and cover letter to jobs@aidsunited.org subject line POLICY ASSISTANT.

AIDS United is an Equal Opportunity Employer and dedicated to diversity in the workplace. AIDS United does not discriminate on the basis of race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants living with HIV and/or from communities disproportionately affected by HIV and AIDS are strongly encouraged to apply.