



## **Program Coordinator; Policy Advocacy.**

Prevention Access Campaign (PAC) and the Undetectable = Untransmittable (U=U) movement are growing exponentially with opportunities on every continent to meaningfully affect the lives of people living with HIV (PLHIV) and accelerate progress toward ending the HIV/AIDS epidemic. The Program Coordinator will join this team of skilled advocates who work globally to provide technical, content-focused, and operational support to the PAC Policy Advocacy team.

### **ABOUT PREVENTION ACCESS CAMPAIGN:**

PAC launched the Undetectable = Untransmittable (U=U) campaign in 2016 to build a global scientific consensus to confirm and disseminate the revolutionary but largely unknown fact that people living with HIV who are on treatment and have an undetectable viral load cannot sexually transmit HIV. Today, U=U is a thriving and growing community-led movement of HIV advocates and over 1,000 official partners, including health ministries, research associations, industry partners, and community-based organizations in 105 countries, to ensure that U=U science is integrated into policies, clinical guidelines, and health communications worldwide. To learn more about Prevention Access Campaign and U=U, visit us [here](#):

### **ABOUT THE POSITION**

The Policy Advocacy workstream works with U=U advocates across the globe, with a focus on the Win-Win Advocacy Forum partners. Projects include the Win-Win Agenda; PEPFAR COP Engagement; European Policy and Advocacy Forum; South and North America U=U Program; and global data collection to support U=U advocacy. This position is responsible for the coordination and continuous improvement of systems to track project-focused work for the Policy Advocacy workstream. These duties are broad in scope and include meeting coordination, maintaining systems for project tracking, contributing to capacity strengthening training, development, and editing of materials and special initiatives to engage civil society partners in various strategic projects. It also includes coordination and management of the Win-Win Advocacy Forum. This position requires experience in understanding HIV, global health issues, advocacy, country health programs, and program management. Knowledge of U=U and biomedical HIV prevention and treatment research and implementation would significantly add to the success of this role. Experience working in the Global South is also highly desirable.

## **Essential Functions**

- Coordinate program support, including administrative, communications, monitoring, and content development.
- Coordinate the Win-Win Advocacy Forum, including updating website materials and coordinating and supporting the implementation partners.
- Maintain and support project management systems and processes using online project management and collaboration tools (*Monday.com*, Google Drive) and develop new systems and procedures as needed.
- Serve as front-line contact for partners, meeting their information needs, coordinating, and scheduling calls and meetings, and ensuring follow-up actions. Track ongoing partner technical assistance requests and coordinate follow-up actions in a proactive and timely manner.
- Contribute to the support of partners in developing materials, action plans, and social media campaigns.
- Support internal and external project-related meetings, training, and workshops by coordinating logistics, participant and team travel needs with travel management company, agendas, venues/locations, and providing pre-reads and materials promptly.
- Coordinate and process vendor and consultant invoices promptly. Gather and disseminate necessary financial information to support timely budgeting and reporting needs.
- Research, draft, and edit resource documents, blog posts, partner updates, deliverables, and other materials as assigned.
- Draft, review, and edit web content and media products and manage project team webpage updates.
- Coordinate internal and external review processes related to the Win-Win Advocacy Partners grant application process and other projects as needed.
- Support and maintain various online and social media portals for sharing information about the Win-Win Agenda and supporting communication between Win-Win Advocacy Forum members and the grantees.
- Support the team in monitoring, evaluating, and learning information capture and reporting to internal and external partners.
- Assist other PAC staff with linkages between Policy Advocacy and other programs at a country level and around specific interventions.
- Support special initiatives, including support to partner coalitions and collaborative advocacy campaigns and special initiatives to engage civil society partners in various strategic projects.
- Other duties as assigned.

## **DESIRED SKILLS AND QUALIFICATIONS**

- Commitment to PAC'S mission and values.
- Two to five years of experience working in HIV, global health, and/or global development with demonstrated ability to work in partnership with groups working in low- and lower-middle-income countries or any equivalent combination of lived, professional, and volunteer experience resulting in the skills necessary for success in this role.

- Specific experience in advocacy around health and development issues, such as coalition-building, influencing national- and international-level health planning, policy, and spending.
- Excellent writing, proofreading, and editing skills to produce high-quality documents and deliverables for PAC audiences and stakeholders both online and in print communications (i.e., for advocates, funders, consultants, media, etc.).
- Demonstrated systems management experience, with a track record of developing and maintaining highly organized management systems and processes across teams using *Monday.com*, Slack, WhatsApp, Google Suite, MS Office, etc.
- Detail-oriented, with excellent organizational skills and the ability to prioritize tasks.
- Highly collaborative and team-oriented with a willingness and desire to take on all levels of work.
- Excellent multicultural and interpersonal skills, including facilitating relationships and interacting effectively with others inside and outside the organization.
- Ability to thrive and self-motivate with a significant amount of autonomy and as part of a team in a fast-paced, entrepreneurial environment.
- Experience with using non-stigmatizing, people first, inclusive, and affirming language related to sensitive topics such as sexual health, drug use, and gender and sexual identity.
- Kindness, flexibility, integrity, and a sense of humor.
- Demonstrated dedication to social justice and anti-racist principles and the meaningful involvement of directly impacted people.

**REPORTS TO:** Director, Global Policy Advocacy

**LOCATION:** PAC is a fully remote organization so the location is flexible. Global travel is expected.

**COMPENSATION:** \$60,000 - \$75,000. Generous vacation, retirement, and health & wellness benefits.

**PLEASE SEND A COVER LETTER AND RESUME TO:** [careers@preventionaccess.org](mailto:careers@preventionaccess.org), Subject: Program Coordinator, Policy Advocacy

*We encourage candidates living with HIV and those identifying as Black, Latinx, Indigenous, and other People of Color, LGBTQ individuals (particularly those of transgender experience) and those representing key-affected populations impacted by HIV to apply.*

*PAC is an Equal Opportunity Employer and provides equal opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, gender identity, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, and other such factors following US state and federal laws.*