



**Position Title:** Senior Policy Associate

**Employer:** The AIDS Institute [www.theaidsinstitute.org](http://www.theaidsinstitute.org)

**Posted dates:** Open until COB March 7, 2014.

**Position Description**

Leading national HIV/AIDS public policy, research, advocacy and education organization seeking a Senior Policy Associate to work in its Washington, DC office.

**Successful applicant will:**

- Assist in implementing Institute's goals to ensure people living with HIV and hepatitis in the United States have access to quality and affordable health care and treatment.
- Advocate for people with HIV/AIDS and hepatitis 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.
- 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 public policy.
- Master's Degree in a related field 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 by COB**

**March 7, 2014 to: Human Resources at [HR@theaidsinstitute.org](mailto:HR@theaidsinstitute.org)**

- Cover letter and resume attached in Microsoft WORD or PDF format.
- Subject line of email must read: Senior Policy Associate
- No telephone calls please.

*The AIDS Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, HIV status, political affiliation, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws.*