



## **POSITION DESCRIPTION**

**Position Title:** Intern, NASTAD/NLAAN  
**Salary Range:** \$13.00 per hour  
**Hours:** Negotiable  
**Location:** Washington, D.C.  
**Reports To:** Senior Manager, Racial and Ethnic Health Disparities

### **Purpose and Description**

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This is a joint internship with the National Alliance of State & Territorial AIDS Directors (NASTAD) and the National Latino AIDS Action Network (NLAAN). This intern will perform her/his duties at NASTAD's headquarters in Washington, DC and will be considered an employee of NASTAD in terms of employment policies and procedures. The intern will be supervised by the Senior Manager, Racial and Ethnic Health Disparities at NASTAD with input from NLAAN officers.

The intern will be highly motivated and work as part of a team as well as maintain and develop new projects and work with minimal direction. Demonstrated ability to execute projects in a timely manner is required. The intern will provide overall support to NASTAD's Racial and Ethnic Health Disparities (REHD) program and NLAAN's Leadership Committee. The intern will work closely with the members of both institutions to support regular communication and information dissemination through meetings, conference calls and other formal communications. The intern will participate in relevant programmatic meetings and coalition and networking activities, as assigned.

### **Essential Functions**

- Research and write NASTAD and NLAAN newsletter articles, fact sheets, issue briefs, media alerts, and web-based communications
- Provide coordination for NASTAD and NLAAN work groups and committees by scheduling calls, developing minutes, sending out announcements, managing distribution lists, etc.
- Support NASTAD's REHD staff and NLAAN's Co-Chairs with administrative support
- Interact with, and respond in a timely manner to, the needs of NASTAD and NLAAN members
- Develop and maintain NLAAN online presence (e.g., website, Facebook twitter)
- Attend and represent NASTAD and NLAAN at conferences and participate in relevant external meetings

- Support the mission and vision of NLAAN and NASTAD and encourage open, honest, and direct communication at all times
- Other duties as assigned

## **Minimum Requirements**

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### **Skills/Knowledge**

- Independent worker
- Excellent written and oral communication skills
- Comfort working within a “matrix” management environment
- Strong organizational and work management skills
- Ability to multitask several projects at any given time
- Interest in or knowledge of HIV, viral hepatitis, STD and TB prevention and care issues and their impact on communities of color, particularly Latino communities
- Ability to work in teams
- Proficiency in Microsoft office applications
- Fluent in use of social marketing (Facebook, twitter)

### **Experience/Education**

- Bachelor’s degree or higher in public policy, public health or related fields
- Minimum of one (1) or more year(s) of work experience related to HIV or viral hepatitis policies and programs preferred
- Equivalent combination of above education and experience

### **Physical Effort and Dexterity**

- Not applicable.

### **Visual Acuity, Hearing, and Speaking**

- Excellent verbal and written command of the English language
- Fluency in Spanish a plus

### **Environment and Scheduling**

- Interest in working for a not-for-profit organization
- Interest in working with a national HIV/AIDS public health organization
- Interest in working within a diverse work environment

This position is classified FLSA non-exempt.

### **Employer’s Rights**

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

### **How to Apply**

Qualified candidates should apply by e-mail only to [HumanResources@NASTAD.org](mailto:HumanResources@NASTAD.org). Subject line should read "**Intern, NASTAD/NLAAN.**" A cover letter, resume and 2-3 page writing sample, PDF or Word, should be attached. Only candidates being considered for this position will be contacted. Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of resumes submitted, only those selected for interviews will be contacted. NO PHONE CALLS in reference to this position will be accepted.