



POSITION DESCRIPTION

Position Title: Associate, Prevention
Salary Range: \$40,000 – \$50,000 Range – Commensurate with Experience
Location: Washington, D.C.
Reports To: Associate Director, Prevention

Purpose and Description

The Associate provides overall support to NASTAD's Domestic Prevention and Health Equity programs charged with advancing and asserting the role and authority of health department HIV prevention and viral hepatitis programs in the U.S. In particular, the Associate's core activities support NASTAD's Domestic Programs effort to support health departments to advance the goals of the President's [National HIV/AIDS Strategy](#). The Associate will work closely with all Domestic Programs staff to advance communication and information dissemination through conference calls, webinars, newsletters, website and social networking site maintenance. The Associate will participate in relevant programmatic meetings, coalition and networking activities, as assigned. Under the direction of Domestic Programs staff, the Associate will work closely with NASTAD members to communicate relevant experiences of governmental public health to other health departments, federal and national partners.

Essential Functions

- Provide support for NASTAD technical assistance activities across Prevention and Health Equity programming, including the tracking of technical assistance activities
- Perform data entry
- Edit drafts of NASTAD documents before publication
- Provide support for NASTAD website by ensuring Prevention and Health Equity materials are up to date
- Manage listservs for the Prevention and Health Equity programs
- Provide support to NASTAD's members through responsive and innovative messaging of current successes and challenges
- Provide meeting and conference support including tracking registration, following-up on travel support, ensuring materials are sent, etc. in collaboration with NASTAD's Operations staff as appropriate
- Support NASTAD's Guiding Principles and encourage open, honest, and direct communication at all times
- Other duties as assigned

Minimum Requirements

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 while maintaining strong attention to detail
- Knowledge of HIV, viral hepatitis, STD and TB prevention and care issues
- Ability to work successfully in teams
- Ability to work and communicate within a culturally diverse environment
- Capacity to complete projects in a timely manner
- Strong proficiency in all Microsoft office applications

Experience/Education

- Bachelor’s degree or higher in public policy, public health or related fields; Minimum of two (2) or more years of work experience related to HIV or viral hepatitis policies and programs; or, any equivalent combination of training, education, and/or experience that demonstrates the ability to perform the essential functions of the position.

Physical Effort and Dexterity

This position requires independent local travel and mobility

Visual Acuity, Hearing, and Speaking

Excellent verbal and written command of the English language

Environment and Scheduling

- Interest in working with a national HIV/AIDS and viral hepatitis public health organization
- Interest in working within a diverse 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. Subject line should read "**Associate, Prevention**" only and a cover letter, with salary requirements, and resume should be attached. 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.