



WORLD
Women Organized to Respond to Life-threatening Diseases
& U.S. Positive Women's Network (PWN)



Position: PWN Strategic Communications Action Team (SCAT) Coordinator

Duties:

- Create, sustain and support a diverse network of HIV-positive women and high-profile allies – the Strategic Communications Action Team (SCAT) - as strategic communicators to address issues affecting women with HIV including stigma, human rights of people with HIV, access to care and treatment, and HIV prevention
- Utilize traditional (radio, print, TV) and new media (blogs, social networking sites, microblogging) to highlight voices and perspectives of SCAT members.
- Coordinate with communications experts (consultants) to develop and implement in-person regional trainings on media, communications, and advocacy for HIV-positive women
- With other PWN staff and Steering Committee Members, oversee production of PWN website and online communications strategy
- Coordinate production of media toolkits and resources, PWN outreach and communications materials
- Assist with PWN action alerts and PWN newsletter
- Maintain and update PWN communications and member database
- Coordinate, track, monitor, and evaluate PWN progress towards media and visibility targets
- Provide administrative support for PWN Coordinator
- Coordinate, schedule and manage speaking calendar for WORLD's Speaker's Bureau
 - Maintain relationships and communication with WORLD Speakers roster
 - Ensure that speakers are matched to appropriate audiences and are able to represent WORLD in the community.
 - Track WORLD speaking engagements including audiences reached (#, demographics of attendees)

Qualifications:

Desirable candidates will demonstrate:

- A personal interest in leadership development and empowerment of women, especially women of color and other marginalized communities.
- Strong oral and written communications skills.
- Proficiency in Word, Excel, PowerPoint, email, internet use.
- Familiarity with Web 2.0 platforms – social networking including facebook, blogs, twitter.
- Basic database skills, ability to set up and utilize online listservs, online document and calendar sharing experience.
- Strong interpersonal skills, including comfortability working with diverse populations
- Detail-orientation and a high level of organization

In addition, the following are preferred but not required:

- Experience training, facilitating, and presenting
- Personal experience with or familiarity with HIV/AIDS
- Bilingual a plus
- Experience coordinating events, trainings, volunteers, and/or logistics

To apply please send cover letter, resume, and a writing sample to:

pwnhire@gmail.com
by April 9, 2010.

This position is based in Oakland, CA and is a part-time (approximately 28 hours/week) position with occasional travel. Applicants must be based in Oakland or willing to relocate (relocation and final interview expenses not paid). Pay is \$18/hour, plus full benefits – medical, dental, vision. WORLD and the PWN are Equal Opportunity Employers. Women of color, transgender women, and people living with HIV strongly encouraged to apply. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.