

WANTED: A versatile **Public Policy Associate** at ACT!

WHY WORK AT AIDS CONNECTICUT?

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact and respect the choices of our clients.

WHAT WILL YOU DO AS PUBLIC POLICY ASSOCIATE?

You will do a lot! Most importantly, you will identify, develop, implement, and oversee ACT's public policy initiatives. This includes researching issues relevant to people impacted by HIV/AIDS, developing materials to inform and educate legislators and member organizations, conducting trainings on how to work with legislators, and working collaboratively with partners to disseminate relevant advocacy alerts. You will also assist in developing ACT's Consumer Advisory Board (CAB), and training and retaining CAB members.

But wait, there's more! You will synthesize and disseminate timely information on public policy issues impacting people with HIV/AIDS and analyze policy impact on the agency, programs, and clients. You will also staff the AIDS LIFE Campaign Advocacy Committee and hold regular meetings, along with organizing and promoting AIDS Awareness Day at the State Capitol Building.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Have 2-3 years' experience in the nonprofit field and/or relevant social work degree in community organizing
- Possess a demonstrated understanding of legislative process
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Have strong computer skills, including proficiency in the Microsoft Office Suite
- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Are organized and able to manage your time independently
- Have a reliable car, car insurance, valid driver's license and clean driving record for regular statewide travel, and be willing to travel nationally



AIDS Connecticut

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BONUS POINTS IF YOU HAVE:

- Experience in the development and implementation of interagency collaborative efforts
- Have analytical experience conducting evaluation of legislation
- A personal connection to AIDS Connecticut

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your resume and cover letter expressing interest in our mission to apply@aids-ct.org with "Public Policy Associate" in the subject line. Resumes received without a cover letter that demonstrates knowledge of ACT and a clear statement of how our mission aligns with your goals will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements. This is a non-exempt position with a pay rate of \$20.00 - \$21.97 per hour, commensurate with experience.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.