

ABOUT AIDS UNITED

AIDS United is a nonprofit organization that works to end the HIV epidemic in the United States through strategic grant-making, technical assistance and capacity building services, as well as policy and advocacy. AIDS United (AU) bridges policy with grantmaking and capacity building; linking the world of HIV service and community-based organizations with the public health, healthcare, advocacy, and social justice communities to respond to the domestic HIV epidemic. AU is committed to ensuring our staff, Board of Trustees and consultants reflect the full diversity and range of communities most affected by the HIV epidemic. Organizational leadership consists of long-term HIV survivors, Black gay men, and women of color. Staff reflects a range of people living with HIV; same gender loving men and women; gay, bisexual, and queer men and women; women of color; and Transgender and gender non-conforming people. This diversity and representation demonstrate AU's dedication to valuing life experiences of staff as equally important to professional experiences when building our organizational capacity.

ABOUT THE FELLOWSHIP

The Pedro Zamora Public Policy Fellowship at AIDS United was established to honor the legacy of HIV/AIDS activist Pedro Zamora. Zamora, one of the first openly gay men with HIV to appear in popular television, who passed away in 1994 shortly after appearing on MTV's *The Real World: San Francisco*. As a house guest, he educated a generation of viewers about living with HIV/AIDS and provided an unprecedented view into his life for millions. Zamora was a passionate advocate for federal HIV prevention and care programs and encouraged young people to become actively involved in the fight against HIV/AIDS. Zamora even served on the Board of Directors for AIDS Action before it merged with the National AIDS Fund to form AIDS United. It is in his spirit that the Pedro Zamora Public Policy Fellowship offers opportunities to advance and empower a new generation of advocates.

The Pedro Zamora Public Policy Fellowship prepares current students or recent graduates for a lifetime of social justice advocacy. Working closely with the AIDS United Policy Department, Zamora Fellows gain a professional understanding of HIV, advocacy, and public policy and practical advocacy experience in a supported environment.

PRIMARY RESPONSIBILITIES

- Provides logistical and technical support to member organization based Public Policy Council including:
 - note taking
 - agenda creation
 - meeting leadership
 - calendar reminders
 - additional tasks as assigned
- Develops and coordinates the production of written reports, briefs, and other materials on policy issues
- Provides logistical and technical support to our communications and public affairs efforts:
 - Writes blog posts
 - Reviews articles related to AIDS United's core issue areas and makes recommendations on how the organization should respond
 - Contribute to the weekly AIDS United Policy Update
 - Assists in writing action alerts to appear on the AIDS United website
 - Helping to manage the development of the monthly CEO Update

- Attends meetings and briefings on Capitol Hill, and other related events, on behalf of AIDS United
- Supports planning and logistics for our annual conferences, AIDSWatch, and it's counterpart AIDSWatch@Home events
- Other duties as assigned.

REPORTS TO

Director of Advocacy

MINIMUM REQUIREMENTS

To be considered for the Zamora Fellowship, you must be:

- A U.S. citizen or have secured the necessary visa prior to application
- A graduate, undergraduate, or recent graduate
- Available a minimum of 40 hours per week for 12-18 weeks
 - Extension of fellowship by a further 12-18 weeks is possible under certain circumstances.

PREFERRED APPLICANT EXPERIENCE/CONTENT KNOWLEDGE

AIDS United is looking for candidates who want to make a difference! Candidates should have strong research, writing, and organizational skills. Our Fellows must be able to work independently in a fast-paced environment. Some familiarity with HIV-related issues and the legislative processes is preferred. ***People living with or affected by HIV and/or from communities disproportionately affected by HIV are strongly encouraged to apply.***

REQUIRED SKILLS

Successful applicants are:

- Passionate about public health, civil rights, social justice, harm reduction, and/or LGBTQ issues
- Team players
- Self-starters
- Open-minded and have a positive attitude
- Determined in the face of challenges and creative in finding solutions

WORKING HOURS AND LOCATION

AIDS United is a primarily virtual organization, and while this position can be based anywhere in the United States, we have a preference for candidates located in the Greater Washington DC area. Most of the staff are in the Eastern Time Zone and generally work between 9am-5:30pm. Candidates in other time zones should be aware that meetings will frequently occur in those times, regardless of your time zone. This is a 40-hour per week position that runs between 3 and 4 months. The time commitment is discussed during the interview process and is based on the needs of AIDS United and the schedule of the candidate.

COMPENSATION

The Pedro Zamora Public Policy Fellow receives a stipend of \$2,600 per month.

HOW TO APPLY

Submit a cover letter (that clearly indicates whether you are applying for the Spring, Summer or Fall internship; your preferred start and ending dates; and the number of weeks you are available), resume,

and a writing sample (3-4 pages) to tsabol@aidsunited.org.

Timeline

Applications are accepted on a rolling basis. **Apply today!**

If you have any questions/concerns, contact us at: policy@aidsunited.org