



## **Global Coordinator**

### **Association of Nurses in AIDS Care (ANAC)**

This full-time position will be responsible for developing and implementing strategies, activities and collaborations to support and expand ANAC's global presence in the engagement, networking, education and other support of nurses and other members of the global HIV healthcare workforce.

Areas of focus will be on HIV, co-occurring conditions, and other topics related to nursing and healthcare in settings outside of the US. Responsibilities include engagement and collaboration with ANAC members, key stakeholders, committees, affiliates, and other organizations. This position reports to the Executive Director.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Develop a strategy and implementation plan for the engagement and support of nurses and other members of the healthcare team working in global HIV healthcare and related settings that aligns with ANAC's mission, values and strategic plan.

- Implementation (or coordinate the implementation) of global member engagement plans. *Examples include but are not limited to: membership communications, new member drives, chapter formation and support, virtual activities such as member networking opportunities, educational efforts, communications and other resources.*
- Ensure quality deliverables of funded ANAC global programs and activities.
- Identify and coordinate the efforts of content experts from ANAC membership and other sources to provide expertise to various components of the global strategy.
- Research and respond to funding opportunities and partnerships to support global support programs that align with ANAC's mission, values and strategic plan in partnership with the Executive Director and development staff.
- Collaborate with ANAC educational, financial, communications, and membership teams to coordinate activities that support global efforts.
- Serve as the ANAC representative at global HIV coalitions and related meetings as requested.
- Contribute to the development of programming for the ANAC annual conference and other conferences relevant to global HIV issues. Coordinate and support program delivery.
- Provide staff support to assigned ANAC committees and other related ANAC affiliates and entities as assigned.
- Occasional travel to ANAC activities and meetings as required (10-20%). Occasional off-hours responsibilities to accommodate virtual meetings with different time zones.



## QUALIFICATIONS

- Knowledge and experience about global HIV, nursing, healthcare and related issues
- Commitment to nursing, public health, human rights and the global HIV community
- Independent, self-starter with advanced organizational and analytical skills
- Proactive, can-do attitude, entrepreneurial spirit and follow-through with genuine collaborative team abilities and approaches
- Strong oral, written and presentation skills
- Ability to support and coordinate the efforts and contributions of experienced and emerging ANAC content experts from varied global nursing and related health & academic backgrounds.

## EDUCATION & EXPERIENCE

- Bachelor's degree in nursing, public or global health or related field and program coordination experience required.
- Nursing degree or Master's degree in relevant field such as Public Health (MPH) preferred.
- Demonstrated experience in global HIV healthcare that includes experience in program coordination, communications and delivering virtual education and support to professional audiences in varied global settings.
- Strong project management and analytical skills with demonstrated ability to set priorities and meet competing deadlines.
- Proficient in MS Word, Power Point, Excel, Virtual meeting platforms, social media tools. High comfort level with technology and remote/virtual work environments.

## HOW TO APPLY

Apply thru LinkedIn or directly to Kerri Rohr at [kerri@performentor.com](mailto:kerri@performentor.com) . Provide the following information, incomplete applications will not be considered:

1. Cover letter with salary expectations
2. CV/Resume
3. Names of two references (they won't be contacted until after interview).

## MORE ABOUT THE ROLE

The salary range for this position is \$75k-\$85k, dependent upon experience and individual skillsets, with a generous benefits package. The Global Coordinator may work remotely from home (in the US) or at the ANAC office in Washington DC. Required travel expenses are covered, but there is no relocation or moving stipend provided. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or support any type of sponsorship/employment visa.

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The Association of Nurses in AIDS Care (ANAC) is the leading nonprofit association for nurses and other members of the health care team working in HIV and HIV-related prevention, care, treatment, education, research and policy. Founded in 1987, ANAC's mission is to foster the professional development of nurses and others caring for persons at risk, living with, or affected by HIV and to promote the health, welfare, and rights of people with HIV around the world. Learn more at [www.nursesinaidscare.org](http://www.nursesinaidscare.org).