

Job Title: Science Advisor/Vaccine Program Director

Location: New York

Reports to: Executive Director

September 2007

Founded in 1995, the AIDS Vaccine Advocacy Coalition (AVAC) is a non-profit, community- and consumer-based organization that uses public education, policy analysis, advocacy and community mobilization to accelerate the ethical development and global delivery of AIDS vaccines and other HIV prevention options.

As AVAC continues to grow, we are seeking to hire a Science Advisor/Vaccine Program Director to provide scientific leadership to the organization. Based in New York, the Science Advisor will report directly to the Executive Director and will play an instrumental role in developing AVAC analysis of and materials on an array of topics related to AIDS vaccine research. Specific areas include agenda-setting on scientific research priorities, monitoring and analysis of ongoing and emerging research entities and consortia, and future-oriented analysis of, and advocacy on, next steps for the field. A key component of this position will be working with other AVAC staff to translate analyses into messages and materials for a variety of audiences. He or she will also oversee vaccine and scientific literacy efforts, represent AVAC at scientific meetings and disseminate scientific information to new audiences, and guide the development of new clinical trial and trial site databases.

Key responsibilities:

- Develop, monitor and update annual work-plan and budget for program activities.
- Lead agenda-setting around key scientific issues; work do develop materials and programs which convey complex scientific issues to lay audiences
- Develop, nurture and maintain relationships with the scientific community
- Facilitate think tanks, forums and workshops for multiple audiences
- Identify research literacy materials that are needed, then develop content (and/or identify partners and consultants to undertake the development).
- Work with other staff, consultants, partners and colleagues to synthesize and disseminate information related to key scientific issues, clinical trial results, and vaccine R&D.
- Represent the organization at scientific meetings and on committees.
- Write and edit content for various publications including annual “state of the field” reports.
- Oversee the monitoring and interpreting of trial progress and results
- Develop and manage the clinical trial and trial site databases.

Qualifications

An organized person who is a team player with a strong sense of personal initiative, good sense of humor, good judgment, the ability to work in a fast-paced, creative environment, adapt quickly to changing needs and priorities, and a strong commitment to AVAC’s mission.

- Passion for and commitment to HIV/AIDS prevention and broader public health issues
- Advanced degree in medicine or science, with at least eight years experience in basic, laboratory, clinical vaccine research, research advocacy or equivalent.

- Excellent multicultural, interpersonal, and leadership skills including the ability to facilitate relationships and interact effectively with others inside and outside the organization.
- Excellent written, verbal and presentation skills, including the ability to speak and write for a range of audiences and purposes and experience writing and editing documents
- Demonstrated strategic planning and program implementation experience
- Ability to work with a wide variety of professionals and levels of authority, tactfully and politically, while also ensuring that program aims are met
- Ability to monitor and evaluate programs
- Ability to organize and prioritize tasks and to manage own time effectively
- Ability to work with minimal supervision
- Ability to work flexibly as part of a small team
- Computer literate (Windows, MSOffice (Word, Excel, PowerPoint) E-mail, Internet)
- Ability to travel up to 25% of the time
- Resourceful, creative, well-organized with an ability to prioritize and proactively resolve issues.

How To Apply:

For consideration, please forward your resume and cover letter to jobs@avac.org and indicate your name and “Science Advisor/Vaccine Director” in the subject line.