

## Community Engagement Administrator – World Lung Conference Guadalajara, Mexico

The International Union Against Tuberculosis and Lung Disease (The Union) is an international scientific organisation headquartered in Paris, France, with region and country offices in the Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia regions. The focus of our work is on tuberculosis and lung disease, as well as related challenges such as HIV and tobacco control, with emphasis on their impact in low- and middle-income countries.

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world.

As a scientific organisation, The Union's approach starts with evidence. We conduct research so that we can know the nature of the challenges we face and their most effective solutions. Through our peer-reviewed journals, our global and regional conferences, and through training courses and technical assistance, we provide platforms for sharing scientific knowledge with stakeholders around the world. And by directly delivering health services and advocating on behalf of those affected by tuberculosis and lung disease, we directly act on the best available scientific knowledge. Know. Share. Act. These principles have driven The Union's work since its founding.

For more information about The Union, please visit [www.theunion.org](http://www.theunion.org).

### **The position:**

The Union is seeking qualified candidates for the post of **Community Engagement Administrator** for the 48<sup>th</sup> Union World Conference on Lung Health in Guadalajara, Mexico, October 11-14, 2017. The post holder will report to the Global Director of Conferences and Summits. The role of the Community Engagement Administrator is to engage and support local and international community based organisations to create a diverse, dynamic and vibrant community driven space, where lung health advocates, conference delegates and the general public gather to meet, share and learn from each other. The Community area with its open access to the city and conference participants provides a critical bridge between the scientific sessions and the "real world".

Starting ASAP, the position would be based in the host city, Guadalajara.

Competitive remuneration offered.

### **Responsibilities:**

- Work with the civil society representatives on the Union Board and the CCSA (and with civil society entities designated by the Local Partner (collectively "the Community Engagement Group) to build on learning from the previous conference to and improve the format and function of the area.
- In conjunction with the conference communication team and local partners, developing local / national marketing strategies to raise awareness about the conference in the broader public

- In close collaboration with the Conference Secretariat and the Community Engagement Group, oversee the submission, review and selection process for organizations interested in participating or exhibiting in space
- Designing the layout of the space to accommodate all accepted exhibition and marketplace proposals
- Developing the programme schedule within the space to balance learning sessions, cultural activities and networking.
- Supporting and expanding the involvement of bodies dedicated to health promotion (specifically lung health organisations) from across Mexico
- Liaising with local public health entities to promote and facilitate their participation; blood drives, introduction seminars to TB, counselling sessions, etc
- Connecting with various tourism and promotion organisations to bring in local businesses and cultural activities (e.g. <http://www.visitmexico.com/en/guadalajara> )
- Identifying grants or sponsorship opportunities for scholarships and defraying costs
- Working with local youth and student groups, where relevant, to engage them in the space
- Ensure that partners are using the correct logos, letter head, branding

### **Qualifications, Skills and Abilities**

#### Essential

- Degree in Community Development or related qualification and/or at least 10 years' experience of community engagement/development
- Experience of events planning/coordination, project management, programming or similar multi-functional role
- Exceptional relationship building and management skills
- Excellent written and verbal communication skills
- Excellent people skills; helpful and approachable
- Strong consultation and interpersonal skills
- Capacity to work independently and collaboratively in a team environment with tact and diplomacy
- Proficiency in Microsoft Office Package (Excel, Word, Outlook)
- Identifies with The Union's Mission and Vision statements, and Core Values – Quality, Accountability, Independence and Solidarity
- Valid Mexican Work Permit

#### Desirable

- Experience of working in an international environment, ideally in the public health sector and with an understanding of The Union's core areas of work
- Experience with translation would be a plus

**How to apply:**

If you are interested in applying for this post please send your CV and cover letter to [hr@theunion.org](mailto:hr@theunion.org).

The position will be open until the candidate has been selected for the post. Only shortlisted candidates will be contacted. Please note that first round interviews will be conducted in English.