



AGA KHAN FOUNDATION  
CANADA

## AKFC Events Coordinator

### About AKFC

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity that concentrates on a number of specific development challenges in health, education, rural development and civil society. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to global challenges. Working in Africa and Asia, we invest in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. In all of our work, advancing gender equality, inclusion and pluralism are key objectives and approaches. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of women and men unlock their own potential to build a better life.

### Position Summary

A majority of AKFC's events take place within the Delegation of the Ismaili Imamat which holds a high standard for the planning and seamless execution of events. The AKFC Events Coordinator will play an essential part in the planning and execution of AKFC's virtual, hybrid, and in-person public engagement initiatives aimed at convening international development professionals and Canadians who are interested in global development. Events may include workshops, networking opportunities, seminars, webinars, conferences, speaker series, and more. Topics may include education, global health, gender equality, climate change, environmental sustainability, economic growth, and local to global connections.

The individual must have an exceptional ability to be organized, attentive to details, have strong communication skills and be able to successfully juggle multiple, competing deadlines in a fast-paced, changing environment.

The role is a full-time, permanent position and is based out of Ottawa, where AKFC is headquartered, and reports to AKFC's Senior Manager, Learning within the Public Engagement & Resource Mobilisation department. The position will require some in-office work, determined in consultation with supervisors and AKFC's flexible work policy. Support is provided for relocation if necessary. The incumbent should be flexible to working evenings and weekends as required. Travel within Canada and



possibly overseas may be required. The salary range is between \$49,000 and \$59,000, alongside a competitive benefits package.

## Responsibilities

1. Event Planning and Coordination:
  - Develop and manage detailed event scenarios, guest lists, timelines and schedules.
  - Coordinate logistics, including, but not limited to, identifying dates and timing, organizing catering and AV, in consultation with key stakeholders including the AKF CEO office, AKDN Operations team, event partners and service providers.
  - Review event budgets, submit purchase orders (POs) within AKFC's procurement system and ensure cost-effective solutions are employed.
  - Prepare bios, headshots and finalise documents for relevant stakeholders.
  - Prepare event slides with pre- and post-event content.
  
2. Stakeholder Relationship Management and Communication:
  - Build and manage strong relationships with internal and external stakeholders, and service providers, to support with areas such as event conceptualization and logistics.
  - Act as the main point of contact for all stakeholders, including the AKFC CEO office, Public Engagement and Resource Mobilisation and Program and Partnerships leadership, service providers, external partners, and audiences.
  - Provide regular and timely updates on event plans and progress and address any concerns as they arise and with the relevant stakeholders.
  
3. Marketing, Promotion and Audience Engagement:
  - Work closely with the AKFC Strategic Communications and Content team to ensure promotional materials are prepared in time to maximize event attendance.
  - Draft text for invitations and any materials related to the event.
  - Manage the sending of invites and reminders through MailChimp and Eventbrite (or by email if needed) and track RSVP lists.
  - Track and respond in a timely manner to enquiries about events (through the AKFC Events email).
  - Support the development and implementation of strategies to follow-up with audiences and sustain engagement.
  
4. Pre-Event Preparation:
  - Work with speakers, partners and service providers (including AV) to conduct technical checks and to prepare for the event.
  
5. On-Site Management:



- Oversee the setup and execution of events, ensuring all those with roles including speakers and service providers are given clear instructions and are provided with necessary support throughout the event.
  - Coordinate staff and volunteers, assigning tasks as needed.
  - Ensure all guests feel welcomed and supported.
  - Ensure all guests are registered on appropriate tools.
    - Monitor virtual participants, if required.
6. Post-Event Evaluation and Reporting:
- Analyse data from event feedback surveys and host after action reviews to assess success factors and areas of improvement.
  - Prepare event summaries and portfolio updates to share with senior members of the team.
  - Contribute to donor reports with data and lessons gathered from events.
  - Ensure lessons and audience feedback are considered for future programming to ensure continual improvement of programming.
7. Team Collaboration:
- Work with other departments and offices to ensure alignment and support for events.
  - Facilitate teamwork among event staff and volunteers.
8. Diversity, Equity, Inclusion, Safeguarding, Creativity and Innovation:
- Ensure that events are approached with a lens to diversity, equity, and inclusion.
  - Ensure that all events and associated materials respect AKF's commitment to safeguarding.
  - Generate ideas for themes, activities, and experiences to enhance events.
  - Stay updated on industry trends and best practices.

## Qualifications

- Minimum two years of experience in event design and management with a proven record of creating successful in-person and online event experiences for a range of audiences in a variety of formats.
- Post-secondary diploma or degree in a relevant discipline such as event management, communications, international development, public affairs, or an equivalent combination of education and experience.
- Demonstrated knowledge of latest trends, tools, platforms, and best practices relevant to event production.
- Experience working with consultants and managing contracts.



- Proven ability to develop innovative ideas for programming, adopting a collaborative approach, building strong relationships with team members and other stakeholders.
- Superior oral and written communication skills in English. Proficiency in French is an asset.
- Knowledge of, and commitment to, international development and an ability to communicate complex issues to public audiences.
- Demonstrated ability to research, monitor and assess trends, best practices, and innovative approaches for public engagement events and knowledge exchange initiatives.
- Ability to work independently, take initiative, set priorities, and manage a variety of activities simultaneously.
- Ability to travel in Canada and overseas.
- Ability to work some evenings and weekends.

### **Essential Skills and Attributes**

- Highly organized with close attention to detail.
- Excellent communication skills, particularly in appropriately communicating program plans and changes in a timely manner to all relevant stakeholders.
- Dynamic, collaborative, and able to face challenges with patience, perseverance and flexibility.
- A growth mindset with a willingness to learn from experiences to continue to improve programming.
- Demonstrated intercultural competence and ability to adapt professional skills to fit local conditions and constraints.
- Ability and confidence to engage in public speaking is an asset.
- Knowledge of conducting high-profile events and diplomatic protocol is an asset.

### Apply

Qualified applicants should submit a cover letter, CV and the names and contact information of three professional referees to the following email: [AKFC.HR@akdn.org](mailto:AKFC.HR@akdn.org) noting **AKFC Events Coordinator** in the subject line. Short-listed candidates will be invited for an initial interview and may be invited to additional interviews and/or asked to complete a written assignment.



Deadline for submissions: **November 1, 2024**

**Applications will be reviewed on an ongoing basis and the posting may be closed prior to the deadline for submissions.**

Thank you for your interest. Only those selected for further screening or an interview will be contacted..

Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis. Please note that this position is only open to those who are legally able to work in Canada.

*AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the AKFC Gender Equality Policy.*

*AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.*

*AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

To learn more about us, please visit our website at: [www.akfc.ca](http://www.akfc.ca)