



AGA KHAN FOUNDATION
CANADA

Terms of Reference

Public Engagement Coordinator

Location: Ottawa, ON

Type: Permanent, full-time

About AKFC

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to promote inclusive development. Working in Africa and Asia, the Foundation invests 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. 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 unlock their own potential to build a better life.

Position Summary

The Public Engagement Coordinator plays a central role in the planning and delivery of AKFC's national public engagement initiatives. Based in Ottawa, the Coordinator is responsible for coordinating a diverse portfolio of in-person, hybrid, and virtual events that bring Canadians together to explore and engage with pressing global development issues, which make up a significant portion of the role.

Alongside this event-focused work, the Coordinator provides administrative and systems support within the Public Engagement team, which sits within the broader Public Engagement and Resource Mobilization department. This includes maintaining and improving tools such as Asana and SharePoint, streamlining workflows, and supporting reporting and knowledge management. Together, these responsibilities strengthen both the delivery of high-quality engagement experiences and the operational foundations needed to sustain a growing national program.

This position is a cornerstone of the PE team's work, ensuring that AKFC's events and initiatives are delivered seamlessly, strategically, and with impact. The Coordinator acts as a key connector across teams, partners, and audiences, translating plans into action and ensuring details are managed effectively from conception to post-event evaluation. The role also upholds AKFC's commitments to safeguarding, diversity, equity, and inclusion in all aspects of its work.

The position reports to the Senior Manager, Public Engagement, and is anchored on the Public Engagement team. The anticipated salary range is between \$51,500 and \$58,000 per year, alongside a competitive benefits package.



Areas of Responsibility

Event Planning and Execution

- Coordinate logistics for a range of public engagement activities including workshops, seminars, webinars, conferences, and speaker series.
- Develop event scenarios, schedules, timelines, and guest lists; coordinate logistics including catering, AV, room bookings, registration, and event materials.
- Support event budget management: develop cost estimates, review expenditures, submit purchase orders, track spending, and ensure cost-effective solutions in line with AKFC's procurement policies.
- Support pre-event preparation including technical checks with speakers, partners, and AV teams.
- Oversee on-site execution, providing clear instructions to staff, volunteers, and service providers, and ensuring a seamless participant experience.
- Manage follow-up activities including audience engagement strategies, thank-you communications, and tracking participation data.
- Execute duties while upholding AKFC's commitments to safeguarding, diversity, equity, and inclusion.

Stakeholder Engagement & Communications

- Serve as the main point of contact for internal and external stakeholders throughout event planning and delivery, including the CEO's Office, program teams, partners, speakers, diplomatic guests, and service providers, ensuring seamless, high-profile communications and engagement.
- Maintain strong working relationships and ensure timely, clear communication across all parties involved in events and engagement activities.
- Support collaboration across various internal and external stakeholders during event conceptualization and implementation.

Marketing, Promotion & Audience Engagement

- Coordinate with Strategic Communications and Content Team on invitations, promotional assets, and marketing campaigns to maximize event reach.
- Draft event invites and manage distribution through tools such as MailChimp and Eventbrite.
- Track RSVPs and respond to public inquiries in a timely, professional manner.
- Support strategies to sustain engagement with audiences over time.



Monitoring, Evaluation & Reporting

- Collect and analyze event feedback and engagement metrics to assess reach and impact.
- Prepare event summaries, after-action reviews, and inputs for donor and internal reporting.
- Integrate lessons learned into planning to continually strengthen programming.
- Maintain and enhance internal project management and knowledge-sharing tools (e.g., Asana, SharePoint) to support efficient workflows.
- Provide administrative support to the PE team, including meeting coordination, procurement/financial administrative processing, and document management.
- Support documentation, data management, and internal communication to ensure operational cohesion across the team.

Team Collaboration

- Work with other departments and offices to ensure alignment and support for events.
- Facilitate teamwork among event staff and volunteers.

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 and Experience

- Two to five years of experience in administration or program coordination. Experience in logistics, planning and executing hybrid (in-person / online) events for youth considered a strong asset.
- Post-secondary diploma or degree in a relevant discipline such as event management, business administration, communications, international development, or public affairs, or an equivalent combination of education and experience.
- Experience working with consultants, service providers, and managing contracts.
- Proven ability to support 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 a strong asset.



- Demonstrated ability to research, assess trends, best practices, and innovative approaches for public engagement event logistics, with a keen eye for financial and budget management.
- Experience safeguarding vulnerable populations.

Skills & Attributes

- Highly organized with strong attention to detail.
- Solid understanding of event logistics and travel coordination.
- Culturally sensitive and committed to international development principles.
- Able to work independently, exercise sound judgment, and manage shifting priorities.
- Solutions-oriented with strong analytical and problem-solving abilities.
- Collaborative team player who builds trust and supports shared goals.
- Adaptable and calm under pressure in fast-paced environments.
- Clear, confident communicator across diverse and cross-cultural settings.
- Committed to safeguarding best practices.
- Able to travel within Canada and work occasional evenings and weekends.

How to Apply

Qualified applicants should submit a **cover letter, CV and the names and contact information of three professional referees** via email to akfc.hr@akdn.org indicating “**Public Engagement Coordinator**” in the subject line. Applications will be reviewed on an ongoing basis. 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: January 11th, 2026

Only shortlisted candidates will be contacted. Please note that applicants must be eligible to work in Canada. Please confirm this in the cover letter.

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