



**JOB POSTING – MAJOR EVENT COORDINATOR
SUMMER STUDENT POSITION**

The Alberta Council for Global Cooperation (ACGC) is looking for a student to fill the position of Major Event Coordinator at our office in Edmonton. This position will require a time commitment of a minimum of 9 weeks (37.5 hours/week), with a possible extension to 14 weeks.

POSITION TITLE: Major Event Coordinator
POSITION TYPE: 9 weeks starting June 2017
REPORTS TO: Executive Director
APPLICATION DEADLINE: Friday May 5, 2017 at 5:00 PM

Responsibilities:

During fall 2017, the Alberta Council for Global Cooperation, in collaboration with a number of civil society, private sector, and government partners, will host a symposium to engage Canadians in collaborative, innovative, solution-based conversations about the United Nations 17 Sustainable Development Goals and how Canadians will achieve these goals by 2030. Reporting to the Executive Director, the **Major Event Coordinator** will be responsible for working with a team of ACGC staff to plan, manage, and oversee all details related to the production of this two-day public symposium on the Sustainable Development Goals (SDGs).

As a member of the ACGC team, this position will also contribute to the development, review and attainment of the organization's vision, mission, values and strategic goals. Responsibilities include but are not limited to the following:

- Working with a team, plan, manage and oversee details relating to the planning and production of a two-day public symposium scheduled for Fall 2017. Details include booking speakers, arranging venues, booking travel arrangements, confirming hospitality, managing registration, etc.
- Work with an advisory committee, including ACGC staff and board, to determine a direction and vision for the public event, and seek out opportunities for engaging speakers, workshops, and panels to support that vision.
- Work with ACGC staff to achieve desired public engagement objectives including the increased awareness of the role Albertans play in international development and cooperation efforts around the world.
- Work with ACGC staff to support a comprehensive communication strategy for the event, including the development and maintenance of a social media strategy that will promote and publicize the event across multiple sectors.
- Work with graphic designers and consultants to develop content for communication and promotional purposes.

- Ensure media coverage of the event and provide opportunities for keynote speakers to interact with local media.
- Other administrative tasks as required.

The ideal candidate will:

- Have demonstrated success in a similar role either through direct work experience or through interactions with the community on a regular basis via volunteering or other community opportunities.
- Have a strong understanding of international development and cooperation combined with exceptional understanding of global citizenship and public engagement principles;
- Have strong communication skills (both written and verbal), and the ability to adapt communications style in a manner that is suitable and appropriate for various stakeholders;
- Proven ability to problem solve and think independently.
- Have strong knowledge of project management especially related to international development and social justice issues;
- Have excellent organizational skills with a demonstrated ability to organize multiple tasks and appropriately prioritize activities;
- Have excellent interpersonal skills with the ability to respect the values and differences that all members of a small team bring to an office environment;

Eligibility:

As this position is funded in part by Canada Summer Jobs, a component of the Youth Employment Strategy, through the Government of Canada, eligibility requirements require that any successful applicant:

- must be between 15 and 30 years of age (inclusive) at the start of employment;
- was registered as a full-time student during the preceding academic year;
- intends to return to school on a full-time basis during the next academic year;
- is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Position Details:

Wage: \$15.50/hour

Application deadline: Friday May 5, 2017 at 5:00 PM

This position will report directly to the Executive Director and it is envisioned that the position will be based at the ACGC office in Edmonton although alternative arrangements can be suggested if required. Hours of work can be flexible to accommodate successful applicants. The successful candidate must be willing to work occasional evenings and weekends, and may be required to travel.

ACGC is strongly committed to diversity within its community, and especially welcomes applications who may contribute to the further diversification of ideas in the workplace, including visible minority group members, Aboriginal persons, persons with disabilities, and members of under-represented gender and sexual orientation groups.

To apply: Interested applicants must submit a cover letter, résumé, and the names of two references to director@acgc.ca.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Alberta Council for Global Cooperation (ACGC)

The Alberta Council for Global Cooperation (ACGC) is a coalition of voluntary sector organizations located in Alberta, working locally and globally to achieve sustainable human development. We are committed to international cooperation that is people-centered, democratic, just, inclusive, and respectful of the environment and indigenous cultures. We work towards ending poverty and achieving a peaceful and healthy world, with dignity and full participation for all.

For more information about ACGC please visit www.acgc.ca.